



Symphony Learning  
TRUST

# Finance Policy COVID 19 Addendum

## April 2020

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Adopted by Symphony Learning Trust on	April 2020
Next Review Due – Half Yearly	September 2020

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### **BEST PRACTICE DURING COVID 19**

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#### **The Trust has adopted the following practices during the COVID 19 pandemic:**

Symphony Learning Trust is following the DFE and LA guidelines and have implemented policies, procedures and best practices that been advised.

COVID 19 documents are available on the Trust Website <https://www.symphonylearningtrust.co.uk/> and Schools specific documents found on their websites.

Remote meetings protocol been adopted by the Trust and School, SLT, LGB and Trustee meetings are taking place virtually, either via TEAMS or SKYPE.

A specific COVID 19 risk register been implemented for Symphony and the individual schools have reviewed the risk register as part of their processes.

Processes and procedures where previously a physical signature was required to evidence approval of the expenditure or demonstrate an audit trail is now completed electronically and until such time normal business practices are resumed.