



RYECROFT C. E. (C) MIDDLE SCHOOL

POLICY STATEMENT

PUPIL MONEY

1. **INTRODUCTION**

1.1 The safe collection of pupil money is vitally important. It establishes trust between home and school and, of course, the process in terms of handling and recording is open to scrutiny by external auditors.

1.2 This statement is intended to cover any activity which requires payment organised by the school. Responsibility for the collection and recording of payments lies with the teacher organiser.

1.3 The policy statement excludes procedures for the collection and banking of school dinner money.

2. **PROCEDURE**

2.1 It is the teacher organiser's responsibility to calculate the total cost of a visit and, from this, to establish the individual pupil cost in order that all costs to the school are met.

2.2 A deadline date for the final collection of monies should be set by the teacher organiser in advance of any external deadlines (e.g. those made by the tour operator) and this should be clearly notified at the outset to parents/pupils and the school office.

2.3 Children must be asked to bring the money directly to the school office, in an envelope with their name, form group, amount and purpose of the contribution marked on the outside. A member of the office staff will receive the envelope and indicate receipt by stamping the home-link book and writing the name of the visit, etc. next to the date. At this point the money is not counted or checked. The sealed envelopes will be opened at a later point by either the Bursar (Imprest Account) or the Clerical Assistant (School Fund Account). An official receipt is issued for amounts of cash in excess of £10, however, it is not necessary to issue receipts for cheques over £10 or for any amount of £10 or less.

2.4 In the case of day or evening visits, the teacher must be notified if all monies have not been received and accounted for by the deadline date for final payments.

2.5 After a visit - whether day, evening or residential - the school office staff will retain invoices for possible external audit.

2.6 Parents and pupils will be told :

(i) the total payment required:

(ii) the deadline date for final payment;

(iii) a stated preferred amount for stage payments (in the case of residential visits) with cheques made payable to Staffordshire County Council or Ryecroft Middle School, depending on the nature of the visit;

(v) a record of each transaction will be kept on computer file, showing:

pupil name

date money received

amount received

amount outstanding

2.7 The school office will retain its own record of receipts for purposes of cross-reference and the Clerical Assistant and /or Bursar will take responsibility for banking the money collected.

3. **CONCLUSION**

3.1 Teacher organisers should alert senior staff at an early stage of any problems arising from these procedures.

Signed on behalf of the Governing Body:

Chair Date