

ST. ALOYSIUS' CATHOLIC JUNIOR SCHOOL

POLICY FOR COLLECTION AND PAYMENT OF MONEY

OUR MISSION STATEMENT

Through Jesus, we learn, love and grow together

There are times when children bring money to school to make payments. This policy outlines the procedure for the collection of those payments.

PAYMENTS IN THE CLASSROOM

Money for mufti-day, charity or class trips (up to £5) can be paid in the classroom at the start of the school day. Children should hand this money straight to the Teaching Assistant. They then record the amount received and place the money in the class money envelope. This is then brought to the office by the Teaching Assistant before 9.30am each day.

PAYMENTS TO THE OFFICE

There are some payments which should always go directly to the school office at the earliest opportunity on the day. These payments are:

- Chessington- whole school trip
- Year 6 residential to the Isle of Wight
- Dinner money
- Governors' Fund
- Any other large amount of money (over £5)

These should be in an envelope marked with the child's name, class, amount of money and reason for payment.

A receipt will always be issued for these payments to let parents know that they have been received. If a receipt is not received within 2 days a parent should contact the office.

PERSONAL MONEY

Some children bring their own money to school. We do not advise that children carry any money with them (unless it is to make a payment). Any personal money that is brought to school by children is carried at their own risk.

PAYMENTS BY PARENTS

Any parent wishing to make a payment should do so at the school office. We recommend that parents of younger pupils (Year 3 and 4) make large payments directly to the office rather than giving them to their child to pay.

MONITORING THE POLICY

This policy was updated by the Deputy Headteacher. This policy was agreed on 4th February 2016

This policy will be reviewed and updated by the Finance and Personnel Committee in the Spring Term 2020

Signed.....

Chair of Governing Body