



Calder Vale St. John's CE Primary School Scorton CE Primary School



Procedure for Handling Cash

Any money in school for lunches, trips, photographs etc. should be clearly labelled and handed to a member of staff as soon as possible. Cash should be stored securely – in a locked tin stored in a locked cabinet/cupboard. Under no circumstances should cash be taken home or stored off school premises. Staff transporting cash to the bank should consider varying the time and route of their banking. Where over £2,500 is transported to the bank there are additional insurance requirements and further details can be obtained from the council's Insurance Team. As a minimum our schools should bank on a weekly basis unless they are holding less than £100.

Children are discouraged from bringing personal money to school.

Any personal monies belonging to members of staff are their responsibility, there being no facility in school for the safe storage of such.

Any money found in school should be handed in to members of staff or to the office. If such money is not claimed after three months it is put into the School Fund as 'donation'.

Money collected for Calder Vale School Association and/or Friends of Scorton School will be handed over the Treasurer of those organisations.

Date approved by Committee: 17th October 2013 Chair of Committee: Graham Peters

To be reviewed annually.

Review Date:

14th October 2014 Chair of Committee: Graham Peters

13th October 2015 Chair of Committee: Graham Peters