

Cash Handling Procedures for Parents

1. Parents will be regularly reminded that any cash paid to school for trips, lunches, music tuition etc must be in a sealed envelope labelled with child's name and class.
2. Cash from parents will usually be handed to the class teacher. Cash will **not** be accepted by teachers from parents unless it is in a named envelope. If loose cash is offered, parents should be sent to school office in order for the money to be appropriately dealt with
3. Cash received for £10 or under will not be receipted, unless specifically requested. It is sufficient for monies received to be recorded in lunch registers, or on class lists for a school trip. For cash amounts over £10, receipts will be issued.