



<b>Policy Number:</b> 8	
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Date ratified by Governors:

Signed:

## Mary Hare School Money and valuables policy

### Pupil personal belongings and money

1. Parents and pupils are advised to mark all personal property, clearly, with the pupil's name and to minimise the number of valuable items brought to school. Parents are asked to sign forms confirming that these items are covered under their own household insurance. This covers laptops, tablet devices, mobile phones, mp3 players, computer games consoles and hand-held computer games systems.
2. All pupils have the option to hand in their money and any valuables to care staff, where they are logged in and out of the safe in the relevant care office. In addition to this, all pupils at the Secondary school have access to individual locked storage, either in common rooms or in bedrooms. All sixth form pupils are provided with individual safes, large enough for laptop storage.
3. Primary and Secondary school pupils are encouraged to use the school bank and to avoid holding large sums of money in their possession. Pocket money is deposited to the school bank using cheques payable to Mary Hare. Money for Primary School pupils is held securely in the care office and distributed when needed. Secondary School pupils have access to withdraw money on Tuesdays between 16.30 and 17.15. To withdraw money, pupils use a pink cheque. Juniors (year 7 – 9) obtain these from form tutors and seniors (year 10 – 13) have their own. Juniors are limited to withdrawing up to £3 per week. Seniors who require large withdrawals need written parental permission to do so.
4. Care staff should help pupils to understand that they have a responsibility not to leave money and valuables 'lying around', as this greatly increases the likelihood of theft, which in turn affects morale in the boarding houses. While theft is taken seriously, it is extremely difficult to resolve the issue if money and valuables have not been kept safe. Information regarding sanctioning for theft can be found in the house sanction books.

### Money for trips and activities

5. Most of the finances relating to evening and weekend trips and activities are handled by the Activities Co-ordinator. At the time of a trip or activity, all necessary money is then the responsibility of the designated trip leader.
6. On occasions where key workers, or other care staff, arrange year group outings, they are responsible for arranging and collecting any necessary money. This is stored securely in the relevant care offices and a record is made of this in the safe log books.

## House budget and petty cash

7. All houses are made aware of their annual budget at the beginning of each school year. Petty cash can be obtained from the bursary as part of the house budget. It is the responsibility of the Team Leaders or Heads of House to monitor and evaluate the use of this budget. Other staff requesting items must liaise with their Team Leader or Head of House before purchasing.
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