

Reprographics Procedures and Collecting Money Procedures

REPROGRAPHICS PROCEDURES

The Reprographics office is a pupil-free zone. All staff requesting reprographics are to use the reprographics request sheet which can be found in your staff room or in the Reprographics office. Requests can also be emailed to Reprographics at reprographics@wolstanton.shaw-education.org.uk

Please allow sufficient time for copies to be reproduced and avoid wastage through careful planning of copies required and format.

Please note that the Reprographics room is only manned until lunchtime each day.

COLLECTING MONEY PROCEDURES

It is recommended that no member of teaching staff is to handle money from pupils and parents. Any monies that are given in from pupils should be in an envelope. The envelope should have the pupil's name, amount of money enclosed, details of what the money is for, etc on the front. The sealed envelope should then be forwarded to the Finance Office, via the Pupil Reception.

Any letters to parents should clearly state the money collecting procedures and refund policy.

Exceptions will be for charitable events where money is collected into one large envelope and counted/banked by the organiser of the charity event.

Students should be instructed to hand money over to the Finance Office or Pupil Reception as soon as possible on entering school and not carry it with them around school.