



Guillemont Junior School
Sandy Lane, Farnborough, Hants, GU14 9ES
01252 666846/7

20th October 2011

Dear Parents

I am writing to you to make you aware of an important administrative change with effect from 1st November 2011.

The number of children and adults bringing money into school has increased and the governors felt that I needed to review the associated risks/issues that this causes. Children bring money into school in their bags and pockets. It is often in the form of loose change or notes that can be lost or difficult to track for audit purposes - we are not always sure what the money is for.

In future all money brought into school, for whatever purpose, must be in a sealed envelope. This must be clearly marked with the child's name, their class and the reason for payment. We now have a secure 'post box' in the office to receive envelopes. We are confident that this will reduce congestion at the desk as currently parents and children have to queue to make payments. Money can be sealed in any suitable envelope. However we are able to supply small money envelopes. These can be purchased from the school office at a cost of 90 pence for 30 envelopes.

Furthermore, the auditors have advised us that money for school meals must be received in advance and credit cannot be given – we cannot issue a meal unless payment has been made. Payment can be made weekly (on a Monday), half termly or termly, **but no longer daily**. Money for missed meals will be carried forward.

These changes are in response to a recent review of the school's Safeguarding Policy. I would appreciate your support to ensure we safeguard both the office staff and the children with respect to handling/receiving money.

Yours sincerely

Denis Foster
(Acting Headteacher)