



Testwood Sports College Loaning Students Money - Protocol

Key responsibility area : **JB**
Implemented : March 2015

To safeguard staff, Testwood Sports College does not permit staff to loan its students money.

Should a student require lunch or break time snacks and have insufficient or no funds on their Vericool catering account they may approach the Finance Office cashiers window at break-time and request an advance to their Vericool account.

The Catering Manager will be notified, a sum of £2 will be advanced to the student's account and a letter / email sent home to inform parents of the advance made to their child's Vericool catering account. Parents will also be requested to credit their child's account with further funds and reimburse the school the loan.

The system will be strictly monitored to eradicate abuse.

Should parents fail to reimburse the school then no further advances will be made. Parents will be informed.

Signature of Chairman of
Governors:

A handwritten signature in black ink, appearing to read 'J. W. Bushrod', is written over a horizontal line.

Date: March 2015