

Money

Students are discouraged from bringing large sums of money to school. They should bring no more than the amount needed to pay for transport to and from school and to top up their account to buy lunch. If students need to bring larger sums of money, e.g. to pay for a visit, it should be paid to Student Services immediately on arrival in the morning (unless other instructions have been issued). A receipt will be issued for large deposits made to school for trips etc. or students and staff will be expected to sign a log sheet.

Lost Property

Please remember that students are responsible for looking after their own property. Inevitably, items are sometimes lost and to ensure the return of such items, we request that all possessions, including clothing, are named. Lost property should be handed in to Student Services. If a student loses any items, s/he should enquire at Student Services. Unmarked items are placed in lost property and held for a reasonable length of time.

Medication

Medication should not be brought into school unless it is necessary. Any medication should be handed into Student Services and instructions on dosage, medication times and the date of completion of the medication should be written in the planner and signed by the parent/carer. When a student is given any medication at school such as paracetamol it will be written in their planner.

Vandalism

Deliberate damage of school property directly affects the education of our students by taking much needed funds to repair the damage caused. To redress this, the school will charge parents/carers of students who deliberately destroy or cause damage to the school and its fixtures, fittings and property in line with school policy.