

Office Procedures

To be reviewed Bi-Annually.

Procedure Agreed February 2019. To be reviewed February 2021.



For the attention of Admin Team and staff who undertake foyer office duties:

Telephone Messages

All telephone messages must be written onto the telephone message form (situated next to the telephone in the foyer) and passed to the staff concerned when appropriate. This may be in their folders on their tables rather than personally. Please write reason for calling on the telephone message form, date and time.

Application Forms

All children's application forms (2-5's) must be placed inside the Lead Administrator's folder. Remember to sign the application form and attach the photocopy of the birth certificate to the application form.

Use of photocopiers

Foyer area: These can be used by the Admin, Children's Centre and Leadership Teams to support the life of the photocopiers.

ICT Suite: These can be used by the Nursery School staff team, as well as the Leadership Team to support the life of the photocopiers.

Receipts for selling of jog-suits

The selling of jog-suits is now through Parent Mail. Parents order and purchase via Parent Mail and collect at the foyer. No money is now taken at the foyer/reception regarding selling jog-suits.

Dinner Monies

All dinner monies to now be paid via Parent Mail.

Receipts for booking swimming lessons

A receipt must be given after the booking of swimming lessons. The swimming lesson money must be placed in a sealed money bag with a label that states the amount of money paid. This money must then be placed in the cash tin and is deposited into the safe by the Finance Officer.

This procedure was reviewed on 28th February 2019 by the Leadership Team.