



THE CHERWELL SCHOOL
OPPORTUNITY, RESPONSIBILITY, EXCELLENCE

BOOK DEPOSIT POLICY

Person Responsible for policy: Finance Manager

Revised: November 2018

Review Date: November 2020

Governor Committee: Resources

THE CHERWELL SCHOOL

Book Deposit Protocol

When a Year 12 Student enters the school they are asked for a Book Deposit (£75 for year 2018/19).

This will be billed to the students on their Parent Pay account and the monies credited to the Book Deposit Fund held within the TRIP ledger on the PSF Accounting system. Balances can be carried forward from one year to the next. At the end of each year the balance should represent deposits from the past 2 years, Yr12 & Yr13 students plus any unused balances donated from previous years.

When a student leaves the school, usually, at the end of Year 13 the book deposit will be repaid but only if all books are returned to the Library and they have had their Book form signed off by the Librarian. The form also encourages students/parents to consider donating their book deposit to the school.

If they are unable to return any of their books the Book Deposit will be retained by the school. Annually, the Library are able to inform Finance of the number and cost of any books that have not been returned and the cost of these will be credited to the relevant department using the Fund's resources. If there are funds remaining after this, these will be retained in the Fund and can be used to support the Curriculum resources budget within the school with particular focus on the 6th Form. Any amounts to be distributed will be at the Headteacher's discretion.