Testwood School

Loaning Students Money – Protocol

Key Responsibility area:	JBr
Last Review:	April 2025
Next Review:	April 2026

Revision History

Version	Date	Amendments	Initials
V2.0	29/04/19	Updated revision dates	JBr
V3.0	27/06/2021	Updated revision dates	JBr
V4.0	29/04/22	Updated revision dates	JBr
V5.0	25/04/2023	Increased value of loan from £2.20 to £2.40 in line with FSM value.	JBr
V6.0	26/04/2023	Increased value of loan from £2.40 to £2.80 in line with FSM value	JBr
V6.1	23/05/25	Updated revision dates	JBr

To safeguard staff, Testwood School does not permit staff to loan 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 £2.80 will be advanced to the student's account and a letter / email sent home to inform parents/carers of the advance made to their child's Vericool catering account. Parents/carers 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/carers fail to reimburse the school then no further advances will be made. Parents/carers will be informed.