



# St. Ethelbert's Catholic Primary School

## Receipt Policy

*"I serve Jesus with my body, heart, mind and soul."*

*Serviam* means 'I serve'. Jesus Christ has taught us, 'it is more blessed to serve than to be served'. At St Ethelbert's school, following our Catholic faith, we serve the whole person – mind, heart, body and soul.

Body – because we care for our wellbeing, our parish neighbourhood and our environment.

Heart – because we teach love and respect for all.

Mind – because we believe in excellent education.

Soul – because we learn to pray and become closer to God as his children.

Receipts **will** be given on the following services and goods. Please note that if monies are handed in by a child then the receipt will be given to the child and the responsibility lies with the parent to collect the receipt from their child.

- **Admissions Forms - fully completed**
- **Photographs paid by cash only**
- **Book club monies**
- **After-school club**
- **Breakfast club – when adult not paying direct to book**
- **Uniform**
- **Any trips that are not by donation from parents**
- **Private payments to services like music, dance etc.**

Receipts will **not** be given on the following services and goods.

- **Dinner monies – as paid direct to Scolarest**
- **Fruit Money**
- **Any trips that are donations only – during school time.**
- **Visiting performances and theatres etc.**
- **Swimming**
- **Cycling Proficiency**
- **Charities**
- **PTFA Events**
- **Staff socials**
- **Film Club**
- **Sports payments**

**The school will use a purchased receipt book with copy record.**

Bursar  
Review October 2017