



## CHIVIRIKANI PRIMARY SCHOOL

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# SCHOOL POLICY

## Handling of Mail

**EFFECTIVE DATE:** \_\_\_\_\_

### REVISION HISTORY:

As amended on:

11 October 2016

### PURPOSE

To Record Daily Incoming and Outgoing Mail in the Mail Register for Record Keeping and Easy Accessing of Information.

### PROCESS

- Mail is collected every day after school hours by the administrative officer or the principal.
- The administrative officer opens the mail and records and dates it.
- Personal mail for the staff is placed in the mail slot for the specific educator.
- The administrative officer downloads and records e-mail daily.
- Faxes, e-mails and circulars should be filed.
- Mail to learners and parents should also be recorded.
- All cheques, electronic transfers and mail orders are recorded in the remittance register.
- If money is received from an institution other than the relevant education department, the receipt should be mailed to them within two working days.

## **ADVERTISEMENTS**

- Any placement and receipt of advertisements are submitted to the principal for his or her further attention.
- Placement of advertisements in local newspapers should be approved by the principal and School Governing Body.

## **FAXES**

- Incoming and outgoing faxes should be filed.
- Private faxes should be charged at a fee as determined by the SGB.

## **MAIL REGISTER**

An example of a mail register follows:  
(The specific school can personalise as required)



