



Yewstock School



# Enterprise Projects Policy

<b>Date reviewed by F&amp;E</b>	<b>01/09/2021</b>	<b>Policy Type</b>	<b>School</b>
<b>Date adopted by FGB</b>	<b>23/11/2016</b>	<b>Review Cycle</b>	<b>2 Years</b>
<b>Date of next Review</b>	<b>01/09/2023</b>		

## **Policy for Enterprise Projects**

Yewstock School has for many years incorporated Enterprise Projects in the curriculum for its pupils. This involves the planning of the enterprise project, the ordering of materials (through the school purchasing system), making or obtaining items for sale and evaluating and accounting for income that has been generated.

The Assistant Head will scrutinise and authorise any Enterprise activities. A request to undertake an Enterprise project should be complete (Appendix I) and passed to the Enterprise co-ordinator. If the requirements are met this will then be passed onto the Headteacher for authorisation. The Enterprise project should only proceed once authorisation has been given.

Enterprise projects must be fully documented and records maintained. All monies should be paid into the Finance Office for banking and no monies should be kept in classrooms or elsewhere.

At the end of the Enterprise Project the financial records will be audited by the Finance Office. The Enterprise project should also be fully evaluated (Appendix II).

Any items that are made for sale as part of an Enterprise Project must be the pupil's own work and not that of any other individual.

**This policy should be read in conjunction with the Single Equality Policy. The general equality duty requires that, in the exercise of their functions, schools must have due regard to the need to eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Equality Act 2010. This school endeavours to advance equality of opportunity and foster good relations for all.**

**Yewstock School – Enterprise Project Outline**

**Details of Enterprise Project**

**Class group(s) Staff involved**

Leader:

Class group(s):

Others:

**Timings**

Start Date:

End Date:

(Note- Dates should not run into a new financial year)

**Costs**

Startup cost:

Details of materials required:

As the leader for this Enterprise Project I have read and will abide by the requirements of the Enterprise Policy. I understand that any purchases should be undertaken through the finance office and that no 'cash' should be kept in class.

**Signed:**

**Date:**

**Approved by Assistant Head Signed:**

**Date:**

**Yewstock School – Enterprise Project - Evaluation and Accounting**

Details of Enterprise Project

What went well

What could be improved for next time

**Accounts**

<b>Initial start up funding</b>	<b>£</b>
<b>Expenditure</b>	
<b>Total Expenditure</b>	
<b>Start up - Expenditure</b>	
<b>Total income</b>	
<b>Income – Total Expenditure</b>	

(Attach copies of all orders and receipts)

Signed: (Enterprise Project Leader) Date: