



## POLICY ON HANDLING OF MAIL

### AIM:

To record daily incoming and outgoing mail in the mail register for record keeping and easy accessing of information

### METHOD

- Mail is collected from the post office 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.
- There should be ring files for relevant faxes, e-mails and circulars respectively.
- All mail to learners and parents should also be recorded.
- All cheques, electronic transfers and mail orders are recorded in the remittance register.
- If the money is received from an institution other than the relevant education department, the receipt should be mailed to the payer within two work 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 happen with the approval of the principal and Management.

### EMAILS

- Incoming and outgoing Emails should be filed.
- Private Emails for staff should not be allowed through the school's account.



## MAIL REGISTER

INCOMING MAIL				OUTGOING MAIL			
NR	MAIL DETAILS	DATE (RECEIVED)	SIGN.	NR.	MAIL DETAILS	DATE (SENT)	SIGN.

This policy was adopted by the School Management on

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This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed \_\_\_\_\_  
School Management

Date: \_\_\_\_\_

Signed \_\_\_\_\_  
Principal

Date: \_\_\_\_\_

Signed \_\_\_\_\_  
Educator Representative

Date: \_\_\_\_\_

