



## **Guidance Statement for the use of Time Credits at The Grove**

This year we have signed up to Spice Schools Time Credits at The Grove. These reward our school community for giving their time to help and support the school. For every hour given to the school parents, pupils and volunteers earn 1 time credit to spend. Examples of earn opportunities in the school are helping with trips (see webpage for further information), learning focussed groups in the school e.g. Reading club for parents, literacy/numeracy workshops, running clubs. We are always open to suggestions of new earn opportunities within the school community and hope in the future to be able to involve our pupils.

Time Credits are a currency which can be spent on various different activities across the national Time Credits network.

As a school we are able to request a certain amount per quarter which means that we have a limited supply and therefore how they are issued needs to be considered with care.

Information about volunteering and the earning of Time Credits will be promoted on the school website.

### **The Earning Of Time Credits**

Staff must seek prior approval from the Head Teacher before offering a Time Credit earning opportunity to a volunteer.

Volunteers must register as a Time Credit member; the school Finance Officer can support the volunteer in this.

The Finance Officer will keep a register of the type of volunteering being undertaken and the number of time credits issued so that the impact of this scheme can be evaluated on an annual basis.

### **Issue and Safekeeping of Time Credits**

Time Credits will be kept in the safe and issued by the Finance Officer on a weekly basis.

The issue of Time Credits will be authorised by the Finance Officer and signed for by the volunteer on receipt.