

Newport Infant School

Staff Gifts Policy

Date of Policy Creation	October 2013
Policy Status	2nd Draft
Date of Policy Adoption by Governing Body	5 December 2013
Frequency of review	3 yearly
Review Due	Autumn 2016

STAFF GIFTS POLICY

The school revenue budget is to fund the provision of an outstanding education for our pupils and the day to day running of the school. Our staff, and their well being is critical to achieving the schools objectives and maintaining our vision of Irresistible learning, endless possibility.

As a token of the appreciation of the governing body and the school community for the contribution made by staff and governors, where appropriate a card and small gift e.g. flowers up to the value of £25 can be funded from the school budget.

Examples of appropriate circumstances include:

- ◆ a thank you for a significant piece of work
- ◆ to celebrate a significant achievement
- ◆ leaving / retiring
- ◆ long-term sickness
- ◆ bereavement

In exceptional circumstances e.g. retirement following long service it may be appropriate to increase the value of the gift; this will be by prior agreement with the Headteacher and Chair of Governors.