

MICHAEL PARK SCHOOL AND KINDERGARTEN POLICY

GIFTS

Rationale

Staff are important to Michael Park School and their contributions are valued.

Purpose

When staff leave the school it is the Board of Trustees policy to recognise their service to the school based on the number of years of service and whether they are full-time or part-time. The Board has delegated responsibility for the implementation and monitoring of this Policy to the Principal.

Guidelines

1. At the full discretion of the Board, staff members are given an appropriate farewell on their retirement, resignation, or completion of a contract.
2. The board contribution can be put towards a farewell and/or gift. (Staff members are given the opportunity to contribute to the farewell gift for staff member).
3. The type of function is to be at the Board's discretion and, within reason, additional costs may be approved by the board.
4. The recommended contributions are as follows and all gifts should be purchased through the school's normal purchase procedures.

Years of Service	\$ Amount
Up to 2 years	50-100
3 - 5	100-150
4 - 6	150-180
6+	180-250

Ratified by Board/RSST:



Signed for BOT/RSST

Date: 27/11/2017