



TIRIMOANA SCHOOL

STAFF GIFTS/PRESENTATIONS/RECOGNITION POLICY

RATIONALE:

A rational approach to the purchase/presentation of gifts is essential in terms of equity.

PURPOSES:

To ensure that staff feel valued/acknowledged in terms of special occasions in their lives or support in less favourable circumstances, such as illness.

GUIDELINES:

1. The special occasions that merit a gift are: Weddings and Birth.
An engagement will be acknowledged and celebrated.
2. Staff illness hospitalised or absent beyond a week - flowers.
3. Partner of staff member who is hospitalised or seriously ill - 'Get Well' card.
4. Significant birthday (e.g., 30, 40, 50, 60) - card and cake or flowers.
5. Acknowledgement of serious illness or death of a staff member, their partner, child, or a member of their immediate family will be actioned by the Principal.
6. Every farewelled Staff member shall be given:
 1. a farewell card
 2. a gift to a purchase value commensurate to the length of service spent at our school.
7. Acknowledgement of newly registered teachers.
8. Staff are invited to donate towards leaving gifts, baby baskets, wedding gifts.

IMPLEMENTATION:

1. Staff to inform the person/people responsible for purchasing/organising gifts of information that falls within the guidelines.
2. Any purchased gift will be presented by the most appropriate person (which in most cases will be the Principal.)
3. Any gift purchased by the Board of Trustees will be presented by the Chairperson or his/her nominee.