



ALBANY RISE PRIMARY SCHOOL

School Gift POLICY



REVIEW DATE: 2022

PURPOSE:

The giving and receiving of gifts are common place in schools, however, both need to be managed sensitively, both need to comply with Australian taxation laws and neither must compromise the good name of the school.

To ensure that the giving and receiving of gifts result in positive experiences that enhances the school and its relationships with others.

GUIDELINES:

Our school often gives gifts to recognise the contributions of volunteers, to staff members who are unwell, to celebrate the birth of babies, to retiring staff members etc.

Gifts given by the school are generally of little or nominal monetary value and usually consist of bouquets of flowers, small school mementoes, or other usually consist of bouquets of flowers, small school mementoes, or other

In order to provide some consistency and clarity in the giving of gifts, School Council will develop a guide that describes the type of gift that will be given at certain occasions, as well as a monetary value. For example, the value of gifts for staff members leaving the school will roughly correlate to the period of service the staff members have dedicated to our school.

The school may also accept gifts or donations. It is common place for these donations (eg: art room supplies) to be of little or nominal monetary value

The acceptance of gifts or donations by the school will be considered on a case-by- case basis as to the appropriateness of each offer.

Gifts or donations are not to be linked to expectations of favourable service by the school or its employees or school councillors, are not to be gratuitous in nature, and are not to be linked to products, services or associations that would bring the school's good name into disrepute.

All gifts and offers of gifts must be accepted or rejected consistent with the Gift test. Personnel can also take the gift test to help them decide whether to accept or decline an offer of a gift, benefit, or hospitality

[:https://www2.education.vic.gov.au/pal/gifts-benefits-and-hospitality/policy](https://www2.education.vic.gov.au/pal/gifts-benefits-and-hospitality/policy)

Any Fringe Benefits Tax implications of any gift or donation must be fully explored and reported to the Australian Taxation Office.



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All staff are encouraged to adopt a 'Thanks is Enough' approach when responding to offers of gifts, benefits or hospitality

All gifts and all offers of gifts, benefits or hospitality and donations to the school of greater than nominal value will be reported to school council to be recorded on our Gifts Register.

This policy is to be read in conjunctions with the school's Sponsorship policy

Gifts: Suggested appropriate gifts and correlated occasion

Years of Service	Proposed gift/ spending limit
5+ years	Gift \$50 Letter of Thanks from school council Card
Retirement from DET	School plaque (engraved) Gift \$100 limit Letter of Thanks from school council Flowers & Card

Policy last reviewed	24 th August 2024
Approved by	School Council: Principal:
Next schedule review date:	2023

ARPS POLICY



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