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GIFT POLICY

Rationale:

- 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.

Aims:

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

Implementation:

- 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 monetary value and usually consist of bouquets of flowers, small school mementoes, or other inexpensive items of sentimental value.
- The school may collect donations from the community to purchase a gift for a retiring staff member of considerable service.
- The value of gifts for staff members leaving the school will roughly correlate the period of service the staff members have dedicated to our school.
- School Council will provide funds for the purchasing of gifts, but for the purpose of 'ownership' of the gift, staff and/or students will be invited to contribute on certain occasions.
- The school may also accept gifts or donations. It is common place for these donations to be of little or no 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, are not to be gratuitous in nature, and are not to be linked to products, services or associations that would bring the schools good name into disrepute.
- Any Fringe Benefits Tax implications of any gift or donation must be fully explored and reported to the Australian Taxation Office.
- All gifts and donations will be reported to school council.
- This policy is to be read in conjunctions with the school's Sponsorship policy.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

Approved by School Council November 2016

To be reviewed November 2019

Signed: _____ Date: _____
Ian Denson, Principal