

Staff Gifts, Travel and Entertainment Policy

Overview

Public funds are provided to the school for the education of learners. Therefore, the use of these funds for costs which are not directly associated with the education of learners have to be carefully controlled. The Managers recognise that there are certain limited circumstances where money may be used for staff gifts and entertainment – these are detailed below.

Flowers

Flowers may be sent by the school to current employees and Managers of the school to a maximum value per purchase of R200. The circumstances when flowers may be sent are, for example, serious operations or medical treatment and birth of a child.

Leaving, Christmas and thank you gifts

Gifts for employees are not to be provided from general school funds

Birthdays

No gifts, flowers or other expenditure to be provided from general school funds

Travel and Accommodation

Second class rail fare is the expected class of travel

Car mileage will be paid at the actual mileage travelled from school to the venue, limited to a similar level of the cost of a second class bus fare

First class bus fare is only permitted on specific approval by the principal / chair of Managers and only in exceptional circumstances for example travel to an early morning meeting when second class seating is likely to be very limited.

Overnight accommodation will be reimbursed only when it is not practical or more expensive to travel home rather than stay overnight. This must be approved in advance by the Principal or Managers.

Staff Events

Food up to a value of R50 per head may be funded by the school.

Alcohol is not to be provided from general school funds.

Entertainment is not to be provided from general school funds.

This policy was adopted by the School Management on

This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed _____
School Management

Date: _____

Signed _____
Principal

Date: _____

Signed _____
Educator Representative

Date: _____

