



ST THOMAS'S  
SCHOOL

## Gift Policy

### Giving Gifts

1. All gifts should be purchased through the school's normal purchase procedures.
2. The cost of a gift should be reasonable and appropriately reflect the benefit received.

### Receiving Gifts

1. Gifts should not be accepted if there is concern that their acceptance could be seen by others as an inducement or a reward that might place the staff member under an obligation.
2. If a staff member receives a gift from an individual, which is in excess of \$250 in value, it must be recorded on the formal register of gifts.

### Koha

A koha may be given as a gesture of appreciation, furthering the school's goals.

|                   |                           |
|-------------------|---------------------------|
| Ratified by Board |                           |
| Signed            | <u><i>[Signature]</i></u> |
| Date              | <u>22/9/21</u>            |