



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. A formal register of gifts must be kept if the gift is obviously in excess of \$250 in value or is attractive in nature. Gifts regarded as attractive in nature include jewellery, watches and electronic items.

Ratified by Board

Signed *A. C.*

Date 10/9/2024

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**Reviewed:** August 2024

**Next Review:** August 2027

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