



Chilwell Primary School

"Learning for Life"

No.2061

Gavan Welsh – Principal

313a Pakington Street, Newtown, 3220 Telephone: (03) 5221 2738 Fax: (03) 5221 8191
email: chilwell.ps@edumail.vic.gov.au ABN 43 418 945 496

POLICY: GIFT

1. **Rationale:**

- Whilst the giving and receiving of gifts, benefits and hospitality are common place in schools, they do need to be managed sensitively and comply with Australian taxation laws. They must not compromise the school. Large gifts are deemed by DET to be a misappropriation of funds.

2. **Aims:**

- To ensure that the giving and receiving of gifts is aimed at conferring respect and recognition for service to our school. It should also result in positive experiences that enhance the school and its relationships with our community.

3. **Implementation:**

- Our school often gives gifts to recognise the contributions of volunteers, to staff members who are unwell or experience the death of an immediate family member, to celebrate the birth of babies, to retiring staff members, to guest speakers, staff Christmas gifts, or gifts to significant visitors to our school eg: International delegations, 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 such as Australian mementos.
- The school may collect donations from the community to purchase a gift for a retiring staff member of considerable service.
- In order to provide some consistency and clarity in the giving of gifts, School Council will encourage all relevant staff to read and be familiar the DET guidelines and ensure that a gift register is established to keep records of accepted gifts, benefits and hospitality of more than nominal value and that these records are monitored by the principal and annually reviewed by school council
- School Council will provide funds for the purchasing of gifts, though staff and/or students will be invited to contribute on certain occasions.
- The school may also accept gifts or donations.
- 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. Gifts in excess of \$300 are subject to FBT.
- All gifts and donations will be reported to School Council.
- Chilwell Primary School will attest to having met the requirements of the Gifts, Benefits and Hospitality Policy through the School Compliance Checklist by the end of Term 4 annually and this will be undertaken by the principal or business manager.
- For Gifts, Benefits and Hospitality Guidelines, see http://www.eduweb.vic.gov.au/edulibrary/public/schadmin/standards/Gifts_Benefits_hospitality_policy.pdf

4. **Evaluation:**

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

5. **Ratified:** *This policy was ratified by School Council – October 2016.*

Review: Triennially