

Sperrinview School Staff Gift Fund Policy

Introduction

Envelopes to be issued by class/department staff when guidelines below apply. The envelopes should indicate roughly how much is required from each contributor eg 50p/£1 etc. If more money is collected than is required by the guideline, this will become part of the gift fund surplus [please see below]. The money from the envelopes will be forwarded to the Gift Fund Committee who will forward the cheque, enabling the class/department to purchase and forward the required gifts. Cards will be available from the Gift Fund Committee.

Departments

Classes

Therapy Departments

Cleaning Department [including Mr Stephenson]

Kitchen Department

Guidelines for the Gift Fund

Illness - £15 Voucher after first 4 weeks off school

New Baby

Staff in school 0-2 years £20 voucher

Staff in school 2-5 years £30 voucher

Staff in school 5+ years £50 voucher

Wedding

Staff in school 0-2 years £50 voucher

Staff in school 2-5 years £70 voucher

Staff in school 5+ years £90 voucher

Staff in school 10+ years £120 voucher

Leaving for another job

Staff in school 1 year Box of chocolates

Staff in school 2-5 years £20 flowers

Staff in school 5+ years £30 voucher and £20 flowers

Staff in school 10+ years £50 and £20 flowers

Retirement

Flowers to value of £20 and :-

5 - 10 years service £80

10 - 15 years service £100

15 - 20 years service £150

20 years + service £200

Voluntary placements are up to individual classes to decide

Deaths

Deaths within the immediate family (husband, wife, son, daughter, mother, father, mother-in-law, father-in-law, brother, sister) will be recognised with £20 flowers

Any other special occasions will be marked at the discretion of the Management and Gift Committee

Surplus

In order to ensure that we have enough money to cover all events and provide equality for all, a surplus is required. This will be achieved by means of a weekly raffle costing £1 per person. Each person who enters the raffle will have the possibility of winning a small amount of money on a Friday. The winner will be announced at Assembly each week.

Monitoring and Evaluation

The Gift Fund Policy will be monitored and evaluated on an ongoing basis. The finances will be monitored by Mrs N Kennedy, Chair of Governors on an annual basis.

A sub-committee of the Board of Governors will monitor and evaluate the effectiveness of this policy as part of a timetabled, on-going process.

Signed: _____ Date: _____