

GIFTS / KOHA

Rationale:

The Board of Trustees recognises its obligation to employees as a good employer and commitment to "aroha" kaupapa as part of our school's multicultural inclusiveness.

Purposes:

1. The Board of Trustees will recognize its obligation to a supportive environment and provide a budget annually for gifts / koha.
2. To follow cultural appropriateness in tangihanga.
3. To foster staff and community relationships in a culturally appropriate way by using koha.
4. To recognize and reward effort and academic involvement including staff long service.

Guidelines:

1. The Board of Trustees will observe the criteria set for staff gifts on leaving the school. 2-3 Yrs service - Card/Flowers, 4 yrs or more - Gift
2. Teachers with Long Service of 20+ years will be recognised by a substantial gift if the financial status of the board permits.
 - a. Senior Management to the value of \$200-\$1000 per year of service, depending on length of service in that Senior Role.
 - b. Long Service of the Principal 20 years+ may include physical item and/or monetary value (\$1000 per year of service).
3. Staff bereavement of immediate Whanau (mother, father, husband, wife, child) will be recognised by a Koha from the school of \$100.
4. Family bereavement close to our students (mother / father) will be given a Koha of \$50 and a card.
5. Small gifts will be presented to specialist speakers attending our school for professional development to the value of \$50-\$100 (for presenters who are not collecting a fee). A small gift (discretionary) will be given for those presenters who are invoicing the school for services.
6. Staff will be recognised by a small gift on birthdays (value approximately \$3 - \$15).
7. The Board will purchase a small gift for staff at Easter and Xmas (Value approximately \$5-\$20)
8. Gifts and koha in day to day operations will be at the discretion of the Principal. This will promote our multicultural inclusiveness.
9. A small gift (flowers/card) to staff who have graduated in further learning while working in our school.