



NEWHAM PRIMARY SCHOOL

Staff Association Policy

A staff association collection has been implemented to provide;

- Gifts and/or cards for engagements, birth of children, retirements/departing members, significant birthdays, condolences and
- Contribute either wholly or partially to an end of year break up.

All members of the staff are expected to contribute.

Purpose

This staff association policy provides guidelines to:

- Ensure all staff contribute fairly and equally
- Ensure all gifts to staff are of a consistent value.
- Ensure collection of funds is collected and recorded in accordance with DET Financial Guidelines.
- Ensure spending of funds is done and recorded in accordance with DET Financial Guidelines.
- Ensure light refreshments are available to all permanent staff, CRTs and visitors to the school.

Implementation

- All staff will pay \$40 per year for gifts and towards Christmas break up.
- Supplies such as milk, tea, coffee and sugar.
- The Business Manager will generate individual Sundry Debtor invoices for staff at the start of each year for staff association fees. Staff are expected to pay these invoices by the end of Term 1. A payment plan may be arranged with the Business Manager.
- The Business Manager, in collaboration with other staff, will organise gifts when appropriate. All staff will be notified by email in advance when gifts (as appropriate) are being handed to recipients so that they are aware before it happens to enable staff members to sign a card (if applicable) and be present if possible for the presentation.
- At the end of the year, Staff Association funds will be used to cover a break up function. If not enough funds are available, staff will contribute the difference in expenses or items (ie. everyone will contribute either an additional amount or full amount depending on funds available, or will supply goods such as drinks.)

Agreed amounts for gifts

Event	Amount
Wedding	\$100 gift
Significant Birthday	\$60 flowers
Baby	\$100 gift
Engagement	\$50 gift
Staff member sickness/hospitalisation	\$60 flowers
Condolences	\$60 flowers
Farewell (sliding scale)	One year service: \$50 1 – 5 years: \$75 5 – 10 years: \$100 10 years +: \$150

REVISION HISTORY

School Council approval not required, for noting only.

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Date Created	Consultation	Revisions	Approved by	Next Policy Review
Feb 2024	Feb 2024		Principal – Tim Furphy	Feb 2026
	March 2026	Nil	Principal – Tim Furphy	March 2028