John Ruskin Primary School and Language Classes

Gifts and Hospitality Policy

Coordinator: Linda Dickinson

Last review: 2008
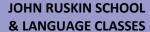Next review: As advised by the Local Authority (LA)

"**Be responsible, be fair, stay positive and care**"

School Declaration of Gifts and Hospitality for Governors and Staff

Note: staff includes full time, part time, casual and agency personnel

Please read the rules and guidance accompanying this form before completing it and then return it to Head Teacher

Name of Staff Governor …………………………………………………

Give details of the gift/hospitality …………………………………………………..

………………………………………………………………………………….

………………………………….. Estimated value: …………………………

Who was the recipient of the gift/hospitality? If not yourself, what is their relationship to you?

……

Who made the offer? (individual/company/organisation etc) …………………………

Are they providing goods/services to the School or hoping to do so in future?
Yes ☐   No ☐

Are they providing good/services to the School or hoping to do so in the future?
Yes ☐   No ☐

What was the purpose of the offer? ……………………………………………………..

………………………………………………………………………………
Is the individual/company/organisation dealing with you or the school in relation to any legal or statutory matters? If so, please give details ……………………………….

…………………………………………………………………………………..
Declaration: I certify that I have read the rules and guidance overleaf and that to the best of my knowledge, I have complied with them

Signature of Governor/Staff member……………………………… Date: ………....

For Office Use Only

Received by: ……………………………………….Date of Receipt:……………

Tabled at Governors meeting held on: …………………………………

**JOHN RUSKIN SCHOOL
& LANGUAGE CLASSES**

John Ruskin School
John Ruskin Street
London
SE5 0PQ

Phone: 020 7703 5800 / 020 7703 2587
Fax: 020 7701 7431
Email: office@johnruskin.southwark.sch.uk
Website: http://www.johnruskin.southwark.sch.uk

Co-Headteachers: Linda Dickinson & Clare Tayton

MEMORANDUM

TO: All Staff

FROM: Linda Dickenson

Date: 3rd May 2017

RE: Declaration of Gifts & Hospitality

_____

I have been advised by the LEA that any member of staff receiving gifts/hospitality of over £10.00 must fill in a declaration form (copy on the back of this memo).

Please contact the office for further details.