COUNTRY HOUSE SCHOOL

7 Witfontein Street
Heather Park, George 6529

+27 72 101 8282
office@countryhouseschool.co.za

www.countryhouseschool.co.za

COUNTRY HOUSE SCHOOL

GIFTS & STAFF INITIATIVE POLICY

EFFECTIVE & ADOPTED	LAST REVIEWED
1 OCTOBER 2024	

PURPOSE: To maintain fairness, equity, and consistency in celebrating staff birthdays, recognising staff achievements, and showing appreciation for staff members.

Avoid overindulging any individual to maintain a sense of equality.

BIRTHDAY CELEBRATIONS:

- The school will provide a sweet treat and gift, bunting for each staff member's birthday.
  - A "Happy Birthday" sign will be displayed in the class and at reception, accompanied by balloons.
  - Individual classes will not be further decorated by staff or parents.

GIFTS:

- Parents and staff are welcome to buy gifts at their discretion for special occasions or celebrations.
  - Students can create their own cards for their teachers.
  - Please refrain from giving money as gifts.

GET WELL WISHES:

- When a student, parent or staff member is sick for a long period or in hospital, the class teacher is responsible to arrange and or school will make a card and send a small gift or flowers to show our thoughts. CHS will arrange for drop-off if necessary.

LAST DAY OF SERVICE:

- For staff members leaving the school, a farewell card, chocolate, and flowers will be provided

(applicable for staff who have worked for 1 year or longer).

CHS EXPECTANT MOTHERS & FATHERS:

- The school will bless the MOM- or DAD-TO-BE with a money voucher/gift and flowers

(applicable for staff who have worked for 6 months minimum).

ADDITIONAL INITIATIVES:

BEEZ KNEES AWARD: a sweet treat is rewarded for exceptional workmanship, dedication, and commitment.

SPOKIE: Each staff member will be assigned a staff member; this remains a secret throughout the year. Please bless them with cards of encouragement, treats and something special on their birthday. They will also become your Secret Santa at the end of the year.

SECRET SANTA: a staff member will be assigned to bless another staff member throughout the academic year. We encourage at least one small gift or gesture a term (card, flower, chocolate). This same member will buy you a gift on your birthday as well as at the end of the year, at our Christmas end-of-year function, where they will reveal their name for the first time!

LOANS AND CASH DONATIONS POLICY

To maintain a professional and ethical environment, CHS prohibits staff and parents from lending or borrowing money from each other, buying items on credit or from accepting cash donations from anyone.

This policy aims to:

- Avoid conflicts of interest and favouritism
  - Prevent potential financial exploitation or coercion
  - Maintain healthy relationships between staff, parents, and students
  - Ensure transparency and accountability in financial matters

Exceptions to this policy may be made in rare cases, such as:

- School-approved fundraising activities
  - Official school-sponsored events or programmes
  - Emergency situations with prior approval from the school administration
  - Collections or initiatives approved by the school Heads

Violations of this policy may result in disciplinary action, up to and including termination of employment or expulsion from the school.

Please note that this policy does not prohibit non-monetary gifts or gestures of appreciation, such as baked goods, plants, or handmade cards, which are always welcome and appreciated.

APPROVAL

ROLE	NAME	DATE
School Representative	Bonita Mellon	26 August 2025
SGB Representative	Anoeska De Villiers	26 August 2025