



Rathborne Vale, Ashtown, Dublin 15. D15X63X

## **Hospitality & Gifts Guidelines**

**2022**

### **INTRODUCTION**

This document was formulated by the Parent Teacher Association in 2022 to provide guidelines to the school community about offering gifts and hospitality.

### **RATIONALE**

This document applies to gifts and hospitality that may be offered by pupils, parents or carers to individual teachers and/or school staff.

Gifts which are intended for the school as an academic body and Gifts and Hospitality that may be offered by other stakeholders other than pupils, parents or guardians are outside the scope of this recommendation.

### **AIM**

The purpose of this document is to:

- Create a common understanding between teachers, school staff, parents and carers of what hospitality and gifts are welcome and appropriate.
- Allow opportunities to demonstrate gratefulness towards teachers and school staff
- Avoid a sense of social obligation and financial pressure that might be related to offers of gifts and hospitality.
- Avoid undue influence and conflict of interests that may damage the school reputation.

### **DEFINITIONS**

A gift is any item or service that is received free of charge. It also includes any goods or services personally offered at a discounted rate or on terms not available to the general public.

Hospitality is the offer of food, drinks, accommodation or entertainment or the opportunity to attend any cultural or sporting event at a discounted rate or on terms not available to the general public.

*'No Child is an Outsider'*

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## **GUIDELINES**

The school is not looking for gifts or hospitality from parents, carers or pupils. Teachers and school staff will not solicit gifts or hospitality in any circumstance.

The school prefers and welcomes individual and group demonstration of gratefulness and thanks in forms that have personal and sentimental value but not necessarily economic value, for example letters, cards, hand-made items from pupils.

If gifts and hospitality are offered, we recommend parents/carers to consider:

- Offering it towards the school and all their staff;
- If a group offering is organised, this is to be made in the name of the class, without naming contributors and their children's names;
- If a group offering is organised, be mindful of not creating undue financial pressure on parents and guardians. For example, not setting minimum or recommended amounts, insisting on donations or pressing to donate by referring to amounts collected in other classes or previous years.

## **IMPLEMENTATION, REVIEW AND RATIFICATION**

The PTA sent this document to the Board of Management (BOM) and it was discussed at a BOM meeting on 5<sup>th</sup> May 2022. The BOM endorses the spirit of the document and agrees with the aims and guidelines as set out.

This document will be reviewed in Term 3 2027.

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