

**Hospitality Policy**

Expenditure on hospitality must be necessary, appropriate to the occasion, represent an effective use of school funds and be of a reasonable amount. Where this is funded by ***School Budget***, the following guidelines will apply.

* When the school spends public money on hospitality or related areas, the occasion must, in the best judgement of the Governors, produce a clear benefit for the school with no personal benefit for staff or Governors.
* Milk/Tea/Coffee for staff and visitors will be funded from the school budget.
* Hospitality in this context includes away-days, meals, snacks, refreshments and beverage. Refreshments may be provided at meetings with visitors to the school (e.g. parents, staff from other schools, inspectors and other officials) and will come from the School Budget.
* Public funds should not usually be used to provide floral tributes, gifts, travel, transport, entertainment or other tokens of appreciation for events such as birthdays, weddings, anniversaries, retirement, public holidays, religious celebrations or farewell gatherings.
* In exceptional circumstances the school may wish to acknowledge long service or exemplary performance. Hospitality may be provided to the main guest, the official host (Head Teacher or Chair of Governors), to Governors and visiting dignitaries. Hospitality at such events shall not be extravagant and should normally be provided on school premises, using in-house services whenever possible.

Where this is funded by ***School Fund***, the following guidelines will apply.

* If the School Fund rather than the school budget is to be used for hospitality, the Governors must ensure that in the case of school funds such use is permissible having regard to the purposes for which the funds were provided to the school. Still, the Head Teacher will have the discretion to use up to £100.

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