

## *Tandragee Junior High School*

*Reviewed 1<sup>st</sup> October 2020*

### **POLICY FOR STAFF HOSPITALITY AND WELFARE COMMITTEE**

#### **THE ROLE OF THE SHW COMMITTEE:**

- To look after the welfare of staff and make sure that all staff feel valued.
- To co-ordinate the Staff Fund and organise the purchase of gifts/cards/flowers/fruit etc for specific occasions (money to be collected from Executive Secretary).
- To organise one staff function/outing per term, the annual Christmas Dinner for Staff and any other leaving/retirement dinners as and when required (to include Canteen Staff).
- To show overall totals of income and expenditure for the Tea/Coffee Fund.

#### **THE COMPOSITION OF THE SHW COMMITTEE:**

- The committee will serve for a term at a time on a rotational basis. A rota list will be placed on the Staff noticeboard.
- It will comprise of : Teaching and Non-Teaching staff
- **Staff** are encouraged to serve on the Committee on a voluntary basis.

#### **THE MAIN DUTIES OF THE SWH COMMITTEE:**

- To ensure there is adequate tea/coffee/milk/sugar etc in the staff room at all times.
- To ensure that any maintenance/electrical or other problems are reported to the Principal.
- One team member to check and collect Staff Tea/Coffee monies every two months. The Tea/Coffee book is kept in Staff room and staff names on table needs to be checked and updated each term. These monies are recorded in Hospitality book (kept in safe by member-in-charge) and balance recorded and totalled with each collection.
- One team member to purchase tea/coffee/sugar, etc. and record expenditure/ balance in Hospitality book.
- One team member to ensure milk is placed in fridge for staff and payment made each week to and recorded in Hospitality book with new balance showing. The payment is normally around £5:00 per week. The order comes automatically and the office look after payment.
- One team member to ask Office to purchase cards, flowers, etc. as needed.
- Full team meet to discuss the end of term Social Event and conduct staff survey.
- Full team to meet at least once a term to review above duties.

#### **GUIDELINES FOR SWH COMMITTEE**

##### **STAFF FUND**

All staff (teaching/non teaching) pay £15 - £20 in September of each year to the Staff Fund.

An additional subscription may be necessary during the year.

Staff who contribute to the tea/coffee fund pay approximately £7 every two months – **for standard tea/coffee (decaf) only.**

##### **GIFTS/PRESENTS**

Gifts for substitute staff – if a substitute member of staff is in for a term or more then a card/plant to the value of £15 - £20 approximately will be given. This will be organised by SHWC.

## PRESENTS

- a **Marriage:** 1 - 5 years' service - £40 - £45.  
5+ years' service - £50 - £55 plus £5 for each successive year.
- b **Births:** £20 - £25 gift plus a card (irrespective of male/female member of staff).
- c **Staff Member Leaving:** Card and present/vouchers to the value of £10 per year (under 10 years). Over 10 years – collection.
- d **Retirement:** Staff will give on an individual basis and leave their donation in a sealed envelope in the school office. An additional £10 per year up to 10 years from the staff fund will also be given (*under review*).
- e **Bereavements:** (immediate family only) floral tribute/donations plus a card.
- f **Illness:** If a full-time member of staff is absent from school through illness for more than 10 school days and unavailable for work the following Monday, the SHWC will liaise with the Principal about ordering flowers/fruit etc to the value of £20. In the case of emergency illness, where a member of staff is taken into hospital, then flowers/fruit will be sent at an appropriate time.

## GENERAL

A selection of cards for all occasions should be kept in school to save going to the shops to purchase individual cards.

Biscuits/bars for visitors will be kept in the school office for visitors use only.  
The school will pay for these.

Occasional visitors/Substitute teachers in for one day should not be asked to pay for tea/coffee. Substitute teachers covering a longer period should pay the appropriate fee and liaise with the SHWC (20p per day).

Presents/gifts to which all staff contribute should be presented after school when all staff are in a position to attend (3.00 – 3.30 pm). The school office will be closed to allow the office staff to attend.

### Additional Information

- Staff fund started 2003
- Presents/gifts for those who do not contribute – is it at the discretion of the committee and Principal
- Accounts are prepared at the end of each term by the committee

Consultation carried out by VP during September 2020