

# **Shimna Integrated College**

## **Hospitality Policy**

The Department of Education requires the Board of Governors of each Grant Maintained Integrated School to have in place and to keep under review a Hospitality policy. Ours is as set out below.

Tea, coffee and biscuits are provided for visitors – in practice a permanent milk order for the office area is paid for by the school, and fairly traded tea, coffee and sugar is provided from which visitors are served. Biscuits for visitors are provided by our canteen and billed to the school.

A sandwich is provided by the school canteen for staff involved in parent/guardian consultation evenings which involve working through until 7.30 or 9.00pm.

The Parent Council or senior students provide tea, coffee, sugar and biscuits at consultation evenings.

The college provides food for the new year 8 welcome barbecue in June.

Gifts for staff who are leaving, getting married or have children are paid for through the staff social fund to which staff contribute on a voluntary basis. The social fund is governed by a constitution.

If a meal or social event is held for staff leaving, it is organised by their department/friends/colleagues on an informal basis. Staff pay for their own meal and invite colleagues as they choose. Attendees generally pay for the meal of the member of staff leaving.

When exchange visits take place with partner schools, hospitality is provided by our staff and parents. Additional hospitality, for example an evening meal for visiting and hosting staff or entry to exhibits, is authorised as appropriate to the norms of the partnership. The benefit to the school resides in the hospitality our staff and students receive abroad, and in the publicity and marketing value of our international dimension. Staff are included in hospitality where they hosted visitors beyond school hours.

All staff are occasionally provided with a school lunch when they are asked to work on particular wholeschool issues on a training day, without the flexibility usually offered on a training day. The lunch is provided economically by our school canteen.

Fairly Traded tea, coffee and sugar are provided in the staffroom at no cost to the school. A donation box is provided for those who wish to contribute.

Tea, coffee, biscuits and water are provided by the school to governors at each full meeting, with water available at committee meetings.

For Presentation Evening, the school provides: flowers for the hall; flowers for the guest; a gift for the guest; mince pies, shortbread, cream, tea and coffee.

For Open Day, the school provides traybakes, tea and coffee to visitors throughout the event.

The school provides a tea party of traybakes, tea, coffee and juice to the year 12s as they leave and a fried breakfast, tea and coffee to year 14s as they leave.

**The Board of Governors agrees with, and fully supports the contents and implementation of this policy.**