



Introduction

1. The Board of Trustees ensures that expenditure on entertainment incurred by the School must be clearly linked to the business of the School.
2. The Board recognises that the activities of the International College form a significant part of school business.
3. The Board requires the Principal, as the chief executive, to implement and manage this Policy.
4. As a State Integrated School, the Board of Trustees requires that all aspects of this policy be guided by the Special Character Policy.

Purposes of Entertainment

5. Entertainment expenditure in general will be for the following purposes:
 - Building relationships and goodwill
 - Representation of the school in a social situation
 - Hospitality provided in the course of school business to external parties
 - Internal social functions
6. The purpose of all purchases should be transparent and the amount expended able to be demonstrated as reasonable and appropriate.

School Events and Staff Meetings

7. This includes conferences, seminars, workshops, training courses and meetings.
8. When deciding upon a venue, teachers should take into account location, accommodation standard and tariff rates. They should give due consideration to the nature of the event, total cost, expectations of participants and their home location.
9. When deciding upon catering, teachers should take into account the nature of the event and the quality of food required.

Alcohol Purchases

10. The school is an alcohol free site.
11. Staff may consume alcohol at off-site Middleton Grange School functions involving no pupils.
12. The purchase of alcohol is permitted only for hospitality provided in the course of school business to external parties.
13. Authority for the purchase of alcohol for the above purposes is limited to the Principal, Director and Assistant Director of the International College.
14. The amount expended needs to be demonstrably reasonable and appropriate for the event and should be sufficient for moderate consumption only.

Smoking

15. No smoking on school grounds.

BOARD OF TRUSTEES	
Board copy of the Policy to be signed by the Board Chairperson	
Name	
Position	
Signed on behalf and with the authority of the Board	Original signed by Board Chair
Date	
Next Review	November 2019