****

**Contingency Monies Policy**

|  |  |
| --- | --- |
| **Date:** | January 2021 |
| **Date approved by Management Committee:** |  |
| **Signature of Chair of Management Committee:** | Sue Cain |
| **To be reviewed:** | Annually |

This policy gives guidance to staff on the collection of monies from staff for a range of identified purposes. It should be read in conjunction with the staff handbook and celebrating staff achievements policy.

**Introduction**

At Bishopton, we believe staff recognition is important and thoroughly believe in celebrating identified milestones with token gifts. We have recognised the financial implications on ‘collections’ and have worked with staff to ensure a method whereby staff can budget and plan for identified celebrations.

**Aims and objectives**

The aim of this policy is to allow staff to financially plan for celebration events across the year. The scheme recognises and values staff achievements and contributions that make a difference to all the staff. We feel that recognising key celebrations within individuals lives will;

* Encourage staff to develop their talents and abilities and become fully engaged in whole school life;
* Promote a culture of fairness and equality for all;
* Improve productivity and staff engagement;
* Support and promote Bishopton’s values and a culture of recognition.

**Contingency Money**

The school recognises the importance of seeking opportunities to acknowledge and reward the achievement of staff as well as students. The Head teacher will use staff meetings to announce successes of a professional or personal nature.

Teaching staff will contribute £5 per term to the contingency fund and support staff (including teaching assistants, behaviour support, caretaker, office staff, cleaning staff) £2.50. This money will be collected by (identify person) and saved in a locked petty cash tin held in the main office. The money should be collected by the 2nd week into each term.

In the case that a staff member finds themselves unable to contribute, they should speak with the Head teacher. In cases of hardship this does not automatically rule the staff member out of the celebrations.

Identified totals of different celebrations are identified in the Appendix. A receipt should be sought and kept for all cards and gifts bought.

Every staff member should receive a card for their birthday. Other staff celebrations will be identified throughout the year and token gifts issued as needed.

**Roles and Responsibilities**

Responsibility for contingency monies lies with the whole school community. It requires timely payments and the support of staff to ensure no celebration for any staff member goes unrecognised.

Key roles and responsibilities include:

* The Management Committee in defining and agreeing the principles underlying the school policy and in monitoring and reviewing its application;
* The Head teacher in framing the school policy and, with other members of the Senior Management Team, organising support for the implementation of the policy and modelling the promotion and support of the scheme to all staff.
* All staff in ensuring consistent application of the policy; making payments and encouraging others to do so and using methods of informal recognition within own teams to promote a culture of recognition.
* Julie Toth has been identified to collect the monies, purchasing the token gifts and ensuring staff member’s celebration days are recognised. They need the support of all staff to ensure this is successful.

**Monitoring and Evaluation**

The Senior Leadership Team will review contributions and staff feedback termly to monitor the implementation of this policy and the effectiveness of staff celebration throughout the school.

The desired outcomes for this policy are improvements in staff engagement; reduction of staff sickness and an improved learning and working environment for all. The performance indicators will be:

* An improvement in staff attendance
* Improvement of staff feedback questionnaires
* Staff feel valued in the workplace

**UNICEF - UNCRC**

The UN Convention of the Rights of the Child sets out human rights of every person under 18 and applies to every child without discrimination, whatever their ethnicity, gender, religion, language, abilities or any other status, whatever they think or say, whatever their family background (Article 2).

Articles directly relating to this policy are:

* Article 2 (Non-discrimination)
* Article 3 (Best interests of the child)
* Article 28 (Right to education)
* Article 29 (Goals of education)
* Article 31 (Leisure, play and culture)

APPENDIX A

|  |
| --- |
| **Celebrating success with****token gifts**  |
| **Occasion**  | **Amount** | **Members of staff for current school year** |
| Retirement  | £50 |  |
| Leaving | £30 |  |
| General birthday | Birthday card |  |
| 18th Birthday | £30 |  |
| 21st Birthday | £30 |  |
| 30th Birthday  | £30 |  |
| 40th Birthday | £30 |  |
| 50th Birthday  | £30 |  |
| 60th Birthday | £30 |  |
| Professional achievement  | Congratulations card |  |
| Engagement | £30 |  |
| Wedding | £30 |  |
| Birth of a child | £30 |  |
| Long term sickness | £30 |  |