

POLICY: REIMBURSEMENT OF CO-CURRICULAR EXPENSES**Rationale:**

Co-curricular activity within the school is essential in providing students opportunities not normally associated with the classroom. To be able to do this, staff, parental and community support is required. This leads to costs being incurred which should be met through the budgets of co-curricular areas.

Purposes:

1. To ensure expenses of staff are met within the guidelines.
2. To provide adequate compensation to coaches, tutors and managers for the services they provide.

Guidelines:

1. All staff involved in co-curricular activity are provided reasonable and adequate compensation for the expenses they incur in the co-curricular activity. This includes travel and other agreed miscellaneous expenses.
2. Parents or community people are to be reimbursed adequately for their expenses.
3. Where professional services are sought, the approval of the Principal is required and an agreed job description with clear performance indicators is to be agreed and signed. The contract will not be longer than one season or year (whichever is the shorter) in duration, and will be reviewed upon completion. A written appraisal summary to the Principal is required.
4. Where such services are contracted, payment will be at a rate negotiated within the code's budgetary limits. Where cost is in excess of \$500, Board approval through the Principal must be obtained.

REVIEW: This policy will be reviewed according to the Board of Trustees' triennial Programme of self review (FEB 2019)

DATE CONFIRMED: 24 FEBRUARY 2016