

ESF GLENEALY GIFT GIVING GUIDELINES

The following guidelines are for giving gifts to our teachers and staff. While our staff neither expect nor encourage gifts, we are incredibly grateful when parents and students choose to show their appreciation.

To ensure we protect everyone and align with ESF policies, please keep the following guidance in mind:

1. Gifting is Completely Voluntary

No parent or student should ever feel obligated to give a gift or participate in a group collection.

2. Strict Value Limits Apply

Under the Acceptance of Advantage policy, the maximum spending limits per staff member for the entire school year are:

- Individual Gifts: Maximum HK\$1,000
- Group Collections: Maximum HK\$5,000

3. Privacy

There must be no public notification of who has or has not contributed towards a gift. This includes class WhatsApp group chats.

Thank you for your cooperation.