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— RIYADH —

Acceptable Gifts Policy

Version	Date	Name	Summary of Changes
1	March 2025	M.Aston	
2	6.10.2025	M.S. Bedford	Review and approval
Approved by: AEG + Headmaster			Date: 6.10.2025
Review Date: 5.10.2026			

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Aldenham Prep Riyadh Mission

At Aldenham Prep School, we provide a happy, nurturing, and warm environment where quality learning takes place, and the needs of each individual child are fulfilled.

Aldenham Education Group Vision

Aldenham Education Group is a disruptive, owner-operated education organisation committed to redefining excellence in international schooling. Rooted in the 425-year legacy of Aldenham School in the UK, we blend tradition with innovation to create non-franchise schools that are built on substance, not scale.

Our ethos is driven by the Japanese philosophy of *Kaizen* – a relentless pursuit of continuous improvement. We champion a culture of meritocracy, where talent is recognised, effort is rewarded, and every member of our school communities is empowered to grow and thrive.

We believe in delivering high-quality academics alongside a rich co-curricular programme, strong pastoral care, and a deep commitment to wellbeing. Our schools provide a rounded education where every child is known, valued, and nurtured — developing character, confidence, and the skills to succeed in life.

Aldenham Prep Riyadh Aims

Our Key Aims

- ✓ *To encourage a love of learning in order to aspire to academic excellence and a broad education for all pupils*
- ✓ *To foster good relationships and partnership between staff, pupils, parents and the wider community*
- ✓ *To ensure that each individual pupil is nurtured, and encouraged to make the most of their own special talents*
- ✓ *To emphasise the importance of the social, moral and spiritual dimensions of community life in a modern society*
- ✓ *To provide a well-planned, well-organised environment giving children rich and stimulating experiences*

Aldenham Prep Riyadh Acceptable Gifts Policy

Purpose

Aldenham Prep Riyadh is committed to maintaining the highest standards of integrity and professionalism in all its dealings. This policy provides guidance on the giving and receiving of gifts to ensure transparency, fairness, and adherence to ethical standards.

Scope

This policy applies to all staff members and any individuals representing the school. It covers gifts received from and given to parents, students, and other external parties.

General Principles

- Gifts should never influence, or appear to influence, professional decision-making.
- Staff must not solicit or request gifts from students, parents, or suppliers.
- The giving and receiving of gifts should align with the school's ethos and values of fairness, integrity, and professionalism.
- Any gifts given or received must comply with local laws and cultural norms.

Acceptable Gifts

The following are considered acceptable gifts, provided they are of modest value and not given with the intent to influence decisions:

- Small tokens of appreciation (e.g., chocolates, flowers, or books) given at the end of the academic year or on special occasions.
- Promotional or branded items from suppliers (e.g., pens, notebooks, or mugs) of low value.
- Gifts exchanged between colleagues as part of team-building or cultural celebrations.
- Modest hospitality (e.g., tea, coffee, or working lunches) provided during meetings.

Prohibited Gifts

The following types of gifts are not permitted:

- Expensive or extravagant gifts that may create a perception of undue influence.
- Gifts given in expectation of a favor, preferential treatment, or contractual advantage.
- Personal services or offers that create a conflict of interest.
- Gifts or hospitality that could be deemed inappropriate or contrary to school values.

Declaration of Gifts

- Any gift exceeding a value of SAR 500 must be declared to the Headmaster and recorded in the **Gifts and Hospitality Register**.
- Staff uncertain about the appropriateness of a gift should seek guidance from the Headmaster before accepting or declining it.
- Gifts received that exceed acceptable limits must be politely declined or, where culturally inappropriate to refuse, handed over to the school for communal use or donation.

Breaches of Policy

- Any breach of this policy may result in disciplinary action in line with the school's staff conduct guidelines.
- If an employee is found to have accepted a prohibited gift, they may be required to return it or donate it to an appropriate charity.

Review and Amendments

This policy will be reviewed annually to ensure compliance with ethical standards, cultural expectations, and legal requirements.