



HERIOT SCHOOL PRINCIPAL'S PROFESSIONAL EXPENSES POLICY

The Board of Trustees (the board) of Heriot School has consulted with staff and parents in the formulation of this policy. The policy was approved and adopted by the board at its meeting held on the date below and became effective from that date.

A budget for professional expenses and for professional development will be established annually and be included in the budget. Spending within budget occurs at the discretion of the principal except in the case of overseas professional development. All overseas trips for professional development must be approved first by the board of trustees at least one term in advance of the event.

Professional development expenses may include but are not confined to: continuing education, books and periodicals, mentoring, and attendance at professional conferences. Professional expenses also include the principal's liability insurance.

Signed

Board Chairperson

On behalf of, and with the authority of the board on

Date

Review schedule: Triennially