

## PAY AND SALARY POLICY

### 1.0 Objectives

- 1.1 The pay and salary policy of The Gryphon Trust is intended to assist the school in meeting its objectives, stated in its School Improvement Plans, wherever possible; career progression and staff development will also be taken into account. It is intended to take a positive attitude to the recruitment, retention, motivation, well-being and development of staff to ensure that there is a rationale for pay and salary decisions which is based on a set of principles that is clearly understood by all concerned.
- 1.2 The Board of Directors will seek to ensure that staff are rewarded equitably for the level of responsibility they carry and the individual contributions they make to the work of the school, subject only to the constraints of statutory documents, necessarily adjusted structures and the school's budgetary provision. The aim of this pay and salary policy is to enable schools to recruit and retain sufficient staff of suitable quality and number and thereby secure its school improvement objectives.
- 1.3 This policy operates in conjunction with the school's policy on Performance Management (see separate document).
- 1.4 Although the Trust is able, as a Multi-Academy Trust, to set its own salaries and conditions of service, all teachers are paid with regard to the provisions of the School Teachers Pay and Conditions Document. Support staff in the schools are currently paid in accordance with the EHCC Agreement on Pay and Conditions of Service. (The Trust has also due regard to Hampshire County Council's pay and grading framework for support staff.)

### 2.0 Mechanisms for implementing and reviewing the policy

- 2.1 The Audit and Finance Committee of the Board of Directors will set the framework within which all salary and pay decisions are taken. The Headteacher's salary is set by the Local Governing Bodies Headteachers Performance Review Committee(HPRC).
- 2.2 The above committee shall have full responsibility for implementing the pay and salary policy of the Trust in a fair and equitable manner. The Committees will be bound by the Terms of Reference set by the Board of Directors.
- 2.3 All pay-related decisions are made taking full account of the School Improvement Plan and staff, together with any school Professional Association representatives, and have been consulted as appropriate on the principles contained in this policy. Such decisions are also taken within the framework of current employment legislation, including Equal Pay and Employment Relations Acts, the Part Time Worker and Fixed-Term Employees Regulations, and discrimination legislation (gender, race or ethnic origin, disability, sexual orientation, religion or belief, age).
- 2.4 The Board of Directors will actively promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training, and staff development.

### 3.0 Pay Reviews and the Pay Committee

- 3.1 The Governing Body will review every teacher's salary with effect from 1 September and by no later than 31 October each year. Each teacher will be provided with a formal statement saying what their salary is, how it has been arrived at and showing any other financial benefits to which they are entitled. Reviews will take place at other times of the year to reflect any changes in circumstances or job description that affect the structure of the teacher's pay. Likewise, the Governing Body will review the salary of all support staff. The cycle for the Performance Management is the same for both support and teaching staff: September to August each year.
- 3.2 Where a pay determination leads or may lead to the start of a period of safeguarding or salary protection, the Governing Body will give the required notification as soon as possible, and no later than one month after the date of determination.
- 3.3 School decisions on pay are taken by the Pay Committee. The Committee consists of a minimum of three governors elected annually. The Headteacher has the right to attend in an advisory capacity but will withdraw during consideration of the Deputy / Assistant Headteacher's pay where a pecuniary interest arises (e.g. from

consideration of differentials). The same principle extends to all other staff Governors on the full Governing Body and Pay Committee.

3.4 The statutory regulations for teachers prevent the Headteacher in intervening in the pay recommendations arising out of the review process where that process is fully devolved to a line manager, but the Headteacher does have the right to present a view on any pay inconsistencies that may arise from such recommendations. In the case of support staff assessments and performance ratings, the Headteacher has the right to comment on these and make governors aware of any inconsistencies and the financial implications of those assessments.

#### 4.0 Qualified Teachers

4.1 The salaries of teaching staff will be assessed:

- Annually to take effect from 1<sup>st</sup> September;
- Upon appointment to the school;
- At any other time where necessary with due regard to the current School Teachers' Pay & Conditions Document

4.2 This assessment will be determined with due regard to the current School Teachers' Pay and Conditions Document. In order to determine the position on the pay spine the following criteria will be used:

##### 4.2.1 *Qualifications*

1. Qualified teachers will commence on at least M1 of the pay scale for qualified teachers with second class honours (Hons 2.2) or better.

##### 4.2.2 *Experience*

1. One point will be awarded for each year of satisfactory teaching service as a qualified teacher in the maintained sector, academy, city technology school or independent school, or in a school in the maintained sector of another country within the European Economic Area, taking into account national professional standards.
2. The Governing Body accepts the discretion for awarding two points for experience in any year where a teacher is deemed to be making an outstanding contribution to the work of the school.
3. The Governing Body will consider other relevant experience and may award an additional point up to M2 for newly qualified teachers.

Whether non or directly relevant, only full or part-time experience for continuous periods of more than one year will normally be considered.

4.3 In general terms Governors will regard the following three categories as being directly relevant.

- Working, at postgraduate level, directly with children;
- Working, at postgraduate level, predominantly with a main teaching subject;
- Working as a teacher/trainer (other than in schools) as a major part of previous employment.
- Irrespective of the above no new entrant to the profession will commence at a point higher than M2 on the main scale (see below).

#### 5.0 General Comment:

5.1 Experience in the FE, HE, 6<sup>th</sup> form sectors, teaching experience outside of the EEA, and experience outside teaching in a relevant area, will be recognised: 1 point for each 2 years of teaching outside of EEA, 1 point for each 5 years of experience outside of teaching but in relevant area (either subject area or working with children).

5.2 Points for experience will be awarded on a permanent basis.

5.3 The Governing Body may decide not to award an experience point when a teacher has performed unsatisfactorily. This will only take place in the context of an annual performance review, or a formal disciplinary or capability procedure and must follow prior written notification to the teacher concerned that their experience point is being withheld due to their unsatisfactory performance or conduct.

## 6.0 Upper Pay Scale

6.1 Where a teacher reaches the top of the Teachers Main Scale he/she can apply to be placed on the Upper Pay range. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the Upper Pay range.

6.2 Further progression on the upper pay scale will be subject to the teacher demonstrating substantial and sustained performance and significant contribution to school policies and ethos and following two successful performance management reviews as part of the school's Performance Management Policy, as well as meeting both the appropriate national professional Teacher Standards – core and post threshold.

6.3 Determination on progression on the upper pay scale will be made by governors in the light of the annual performance review as part of the performance management policy and any recommendation of the Headteacher.

6.4 Only in exceptional circumstances will progression on the upper pay scale occur at intervals of less than two years.

6.5 Further guidance can be found in the school teachers pay and conditions document.

## 7.0 Newly Qualified Teachers (NOTs)

7.1 Pay decisions are decided by the statutory induction process

## 8.0 Additional Allowances

8.1 Teachers on the main pay scale or upper pay scale may be awarded Teaching and Learning Responsibility payments (TLRs) as follows:

### 8.2 *Teaching and Learning Responsibilities*

8.2.1 TLRs may be awarded to a classroom teacher for undertaking a sustained additional responsibility in the context of the school's staffing structure, for the purpose of ensuring the continued delivery of high quality teaching and learning for which that teacher is made accountable. Before awarding a TLR, the Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers. The responsibility must:

- Be focused on teaching and learning;
- Require the exercise of a teacher's professional skills and judgement;
- Require the teacher to lead, manage and develop a subject or curriculum area, or to lead and manage student development across the curriculum;
- Have an impact on the educational progress of students other than the teacher's assigned classes or groups of students;
- Involve leading, developing and enhancing the teaching practice of other staff.

8.2.2 For a teacher to qualify for a TLR payment, all the above criteria must be met.

1. There are three bands of TLR allowances available – TLR 1, TLR2 and TLR 3 (temporary). Staff on TLR 1 will lead teams of at least 9 members of staff, not including support staff or have appropriate senior leadership responsibilities.

2. **The Governing Body** will determine the number of TLR posts. The present allocations are to be found in the Staff Handbook and they will be reviewed periodically in the light of the changing needs of the School. Should the TLR structure require change, the proposed structure would be subject to consultation with staff and staff representatives. Safeguarding would be available, for a maximum of two years, to staff whose roles no longer attract a TLR or whose role attract a TLR of a lesser value in the revised structure.

3. TLR payments may be awarded to teachers who undertake significant specified responsibilities additional to their normal duties to improve Teaching and Learning.
4. Where the Governing Body award TLRs, staff will be required to undertake work at that level in accordance with a clearly defined job description.

Payments awarded on a temporary basis – TLR 3 - will be for a specified responsibility over a given period of time, e.g. to cover for absence, maternity leave, and for a defined responsibility. .

### 8.3 *Recruitment and Retention*

- 8.3.1 An allowance may be awarded at the discretion of the governing body in order to attract and retain suitable teaching staff. This allowance is subject to review after two years.
- 8.3.2 The allowance can also be used to retain scarce skills or in response to particular recruitment difficulties.
- 8.3.3 Where such discretion is exercised, it will be made clear, in writing, to teachers in receipt of such an allowance, that if they leave the school before a specified date (normally the end of the academic year), the allowance will not be paid for that year. A determination to reduce or withdraw the allowance does not attract salary safeguarding.

### 8.4 *Special Needs Allowances*

- 8.4.1 These are identical to other TLR payments but subject to review.

**NB There is no automatic entitlement for teachers to retain any of the above allowances where they move to another school.**

### 9.0 Unqualified Teachers

- 9.1 In certain specific circumstances unqualified teachers may be paid on either the qualified teacher scale (in which case the provisions of paragraph 4.0 will apply) or on the unqualified scale in which case the provisions of this paragraph will apply.
- 9.2 The salaries of unqualified teachers will be assessed upon appointment and may be reviewed at the discretion of the Governing Body.
- 9.3 Points may be awarded in respect of relevant qualifications and/or experience. The assessment will normally be carried out as described in 6.3.
- 9.2 Where a teacher is appointed below the maximum point of the unqualified teacher scale, one increment will be awarded on an annual basis (with effect from 1<sup>st</sup> September) for every completed year of service and successful performance reviews until the maximum of the scale is reached.
- 9.6 Notwithstanding this, the Governing Body may award additional increments as it considers appropriate up to the maximum of the scale 1-6. The governing Body may also exercise discretion in relation to any unqualified teaching allowance.

### 10.0 Advanced Skills Teachers (ASTs)

- 10.1 Advanced Skills Teacher posts no longer exist at a national level

### 11.0 Leadership Team

- 11.1 Members of the leadership team, are paid on the leadership pay spine. Salaries of members of the leadership team will be assessed:

- Annually to take effect from 1<sup>st</sup> September;
- Upon appointment to the school;

- 11.2 At any other time as provided for by appropriate circumstances

## 12.0 Headteacher

- 12.1 The Board of Directors will firstly determine the group size of the school and then select an individual school range (ISR) consisting of seven consecutive points on the leadership pay spine.
- 12.2 When determining the ISR the Board of Directors will take into account the school's size, circumstances and other responsibilities of the post and will take account of any difficulties there may be in recruiting or retaining a Headteacher.
- 12.3 The Headteacher Performance Review Committee will seek to agree performance objectives annually with the Headteacher by the end of December each year, relating where appropriate to school leadership and management and student progress. An external adviser may be used as part of this process.
- 12.4 Commencing salary will be determined with due regard to the current Teachers' Pay and Conditions Document. Future progression within the ISR will be based on a review of the performance of the Headteacher against the pre-determined performance objectives and will usually be one point at each pay determination (see 12.3 above) or 2 points where exceptional performance is judged to be achieved
- 12.5 Setting and review of performance objectives will normally be carried out by the Headteacher Performance Review Committee, comprising of at least the Chair of Governors and two other governors before the end of December each year.

## 13.0 Deputy Headteachers

- 13.1 The Governing Body will select a Deputy Headteacher pay range, for each Deputy Headteacher, consisting of five consecutive points on the leadership pay spine as set out in the School Teachers' Pay and Conditions Document.
- 13.2 When determining each Deputy Headteacher's pay range the Governing Body will base this on the circumstances and responsibilities of the post and will take account of any difficulties there may be in recruiting a Deputy Headteacher. They will review these ranges periodically to reflect any increase in job responsibilities.
- 13.3 In determining, or reviewing, the ranges above, the Governors will have regard to the regulations outlined in the School Teachers' Pay and Conditions Document, including pay differentials.
- 13.4 The Governing Body, through the Headteacher, will seek to agree performance objectives annually with the Deputy Headteachers relating to school leadership and management and student progress and in default of agreement the Headteacher will set such performance objectives.
- 13.5 Commencing salary will be determined with regard to the provisions of the School Teachers' Pay and Conditions Document. Future progression within the pay range will be based on a review of the performance of the Deputy Headteachers against the pre-determined performance objectives and will usually be limited to one point at each pay determination .
- 13.6 Deputy Headteachers must demonstrate as part of a review sustained high quality of performance and make a strong contribution to school leadership, management and student progress, and substantial progress towards achievement of performance management objectives before any performance points will be awarded.
- 13.7 The Governing Body will consider movement by more than one point where the Deputy Headteacher has in the year under review made an outstanding contribution to the school, if their current range allows this.

## 14.0 Assistant Headteachers

- 14.1 The Governing Body will select an Assistant Headteacher pay range for each Assistant Headteacher, consisting of five consecutive points on the leadership pay spine set out in the School Teachers' Pay and Conditions Document.
- 14.2 When determining each Assistant Headteacher's pay range the Governing Body will base this on the circumstances and responsibilities of the post and will take account of any difficulties there may be in recruiting an Assistant Headteacher. They will review these ranges periodically to reflect any increase in job responsibilities.

- 14.3 In determining, or reviewing, the ranges above, the Governors will have regard to the regulations outlined in the School Teachers' Pay and Conditions Document, including pay differentials.
- 14.4 The Governing Body, through the Headteacher and appropriate line manager, will seek to agree performance objectives annually with the Assistant Headteachers relating to school leadership and management and student progress and in default of agreement the Headteacher will set such performance objectives.
- 14.5 Commencing salary will be determined with regard to the provisions of the School Teachers' Pay and Conditional Document. Future progression within the pay range will be based on a review of the performance of the Assistant Headteachers against the pre-determined performance objectives and will usually be limited to one point at each pay determination .
- 14.6 Assistant Headteachers must demonstrate as part of a review sustained high quality of performance and make a strong contribution to school leadership, management and student progress, and substantial progress towards achievement of performance management objectives before any performance points will be awarded.
- 14.7 The Governing Body will consider movement by more than one point where the Assistant Headteacher has in the year under review made an outstanding contribution to the school, if their current range allows this.
- 15.0 Additional Payments to Teachers
- 15.1 The Board of Directors has chosen not to exercise its discretion to award additional payments to eligible staff for in-service training undertaken at weekends or during school holidays though they may keep this decision under review.
- 15.2 The Board of Directors has chosen not to exercise its discretion to award additional payments for out of school hours learning activities though they may keep this decision under review.
- 15.3 The Board of Directors has chosen not to exercise its discretion to award additional payments for Initial Teacher Training, though they will keep this decision under review.
- 15.4 Where a teacher is assigned and carries out the duties of a Headteacher, Deputy Headteacher, or Assistant Headteacher, or other senior position (including support staff positions) but has not been appointed in an acting capacity the Governing Body shall, within four weeks, determine whether or not an allowance should be paid with due regard to the provisions of the School Teachers' Pay and Conditions Document and support staff pay and grading framework.
- 15.5 The Board of Directors may, as an incentive for the recruitment of new teachers in hard to fill posts, offer the benefits of a relocation package to assist staff moving into the area with the costs of purchasing and/or selling property. (see separate details)
- 16.0 Chief Executive Officer (CEO)
- 16.1 The Audit and Finance Committee will seek to agree performance objectives annually with the CEO by the end of December each year, relating where appropriate to trust leadership and management. An external adviser may be used as part of this process.
- 16.2 Commencing salary will be based on a review of the performance of the CEO against the pre-determined performance objectives.
- 16.3 Setting and review of performance objectives will normally be carried out by the Audit and Finance Committee, comprising of at least the Chair of the Audit and Finance Committee and two other Directors before the end of December each year.
- 17.0 Support Staff
- 17.1 The Board of Directors will ensure that the salaries for support staff are determined with due regard with nationally or locally agreed conditions of service.
- 17.2 The salaries of all support staff will be assessed:

- Annually to take effect from 1st September following a performance review (see separate Performance Management Policy)
- Upon appointment to the school.
- At any other time deemed appropriate by the Governing Body.

17.3 Changes to the salaries of individual support staff will be determined, in the first instance, by the Governing Body.

17.4 Support staff will normally be appointed on the first point of the normal salary range as a transitional step for the appropriate grade. Where the responsibilities of a post suggest that re-grading might be necessary, the Governing Body will review whether the post should be matched to a more appropriate role profile, or if no appropriate role profile is available will consider whether a role profile needs to be developed and evaluated.

17.5 This assessment will be determined by the following criteria:

- Responsibilities of the post and role profile;
- Performance of the post-holder in accordance with previously agreed objectives;
- In accordance with any career progression scheme for support staff adopted by the school.

17.6 Additional payments:

17.7 Unsocial Hours to cover lettings, unscheduled call outs and foreseen arrangements.

18.0 Salary Protection/Safeguarding

18.1 The Governing Body will ensure appropriate salary protection/safeguarding with due regard to the current School Teachers Pay and Conditions Document and appropriate documentation relating to support staff .

19.0 Pay Differential

19.1 Salaries assessed in accordance with this policy will take into account different levels of responsibilities and other material differences between posts and post-holders. It should not, however, encourage or support any anomalies.

19.2 Where there is specific difficulty in recruiting and/or retaining a certain category of support staff, the Governing Body will give consideration to the use of additional salary, subject to appropriate criteria being met.

20.0 Staffing Budget

20.1 The amount of money allocated to implementing the school's salary and pay policy will be determined at the beginning of each financial year through the budget allocation process of the school.

21.0 Pensions

21.1 The Governing Body will not promote staff through the grading systems or use other pay flexibilities to assist in securing an employee's improved pension entitlement on retirement.

22.0 Access to Professional Development

22.1 The Board of Directors believes that access to professional development opportunities (for example promotion, additional responsibilities) should be available to all staff, whether full or part-time and will advertise their availability within the school, unless exceptional circumstances apply.

23.0 Equal Pay

23.1 The Board of Directors recognises the principle of equal pay for work of equal value and for like work in the implementation of this policy. The Board of Directors may take into account the salaries payable in other schools and/or Local Authority in setting pay levels, where this information is available and relevant. (See also Appendix 2 for school meals)

#### 24.0 Consultation Arrangements

24.1 In establishing and in subsequently reviewing the school's pay and salary policy, the Board of Directors will consider the views of any Professional Association and Trade Union Representatives in the schools and school staff prior to determining the approved policy. A copy of the Pay and Salary policy will be made available to all staff on request.

#### 25.0 Communication Arrangements

25.1 The Board of Directors is committed to ensuring that all staff are aware of the school's Pay and Salary policy - a copy will be placed in the Staffroom - and that the reasons for pay-related decisions are understood. The application of the school's Pay and Salary policy will be undertaken in as open a way as possible. However, the salary details of individual members of staff shall remain confidential between themselves and the Headteacher/Audit & Finance Committee/Governing Body/accredited external parties. The Headteacher (or in the case of his/her pay, the Chair of Directors) is responsible for informing staff of any decisions of the pay committees.

#### 26.0 Initial Determination of Pay

26.1 The Board of Directors will have overall responsibility for all pay matters. The Governing Body and the Headteacher Review Group will all have fully delegated powers to make decisions within the Pay and Salary policy approved by the Board of Directors.

#### 27.0 Appeals Procedure

27.1 The arrangements for considering appeals are as follows:

1. A member of staff may appeal against any determination in relation to his or her pay or any other decision taken by the Governing Body that affects his/her pay. The process for dealing with appeals arising from performance management decisions is similar and is outlined in more detail in the guidance and policy on performance management.
2. The grounds for appeal are that the person or committee by whom the decision was made:
  - a. incorrectly applied any provision of the relevant terms and conditions of service;
  - b. failed to have proper regard to statutory guidance;
  - c. failed to take proper account of relevant evidence;
  - d. took account of irrelevant or inaccurate evidence;
  - e. was biased; or
  - f. otherwise unlawfully discriminated against the member of staff

27.2 An appeal may also be lodged in relation to aspects of the performance management process. For more detail, see the guidance and policy in the Performance Management Policy.

27.3 The sequence of events is as follows:

- a. The member of staff receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
- b. If the member of staff is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision made within ten working days of the decision.
- c. Where this is not possible, or where the member of staff continues to be dissatisfied, he/she may follow a formal appeal process.
- d. The member of staff should set down in writing the grounds for questioning the pay decision (which must relate to the grounds as set out above) and send it to the person (or committee) who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
- e. The committee or person who made the decision should meet with the member of staff (and, if the member of staff wishes this, a colleague or union representative) within ten working days of receipt of the written



grounds for questioning the pay decision to discuss this and give the member of staff an opportunity to make representations in person. Following this meeting the member of staff should be informed in writing of the formal outcome and the right to appeal.

- f. Any appeal should be heard by a panel of three governors who were not involved in the original decision, normally within 20 working days of the receipt of the written appeal notification, and give the member of staff the opportunity to be accompanied and made representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision. The decision is final and there is no recourse to the staff grievance procedure.

## 28.0 Withholding Payment of Salary

28.1 Only in exceptional circumstances would a member of staff not be paid in full the salary to which he/she is entitled. Each case would be reviewed in its individual context by the Headteacher, but may include:

- Absence from work without permission (not including sickness or other reasonable due cause)
- Fraudulent claims by an employee (see also disciplinary procedures)
- Breach of contractual obligations, most obviously leaving employment without due notice and as contractually stated.

28.2 In each case, the individual would be notified in writing, of the impact of such conduct on their salary.

## 29.0 Performance Management

29.1 For an academic year the performance management will follow the following criteria:

- Objective 1 will be related to student progress
- Objective 2 will be related to a whole school target -
- Objective 3 will be bespoke to the individual

29.2 In addition, the proposal for every member of staff is to have an aspirational Gryphon Trust Professional Pathway objective. This will help our strategic planning for staff INSET throughout the year and allows for aspirational 'stretch and challenge': all part of an outstanding school ethos.

29.3 Performance Management assessment will continue to be based on progress towards meeting national core and/or post threshold standards. These include:

- Significant impact on student progress
- Significant impact on wider outcomes for students, including;
  - co- curricular activities
  - Assuring high quality learning behaviours
  - Active engagement in continuing professional development (For experienced colleagues, in particular, actively supporting the professional development of others as well).

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## APPENDIX 1

### SUPPORT STAFF ANNUAL LEAVE ENTITLEMENT

Staff working 52 weeks per year (excluding Bank Holidays):

Grade	Entry	5 years
A-D	24 days	27 days
E-G	25 days	28 days

Pro-rata annual leave in the first and final years of employment will be rounded down to the nearest day or half day.

Staff working 39 working weeks (including pro rata Bank Holiday entitlement):

Grade	Entry	5 years
A-D	5.48weeks	6.07weeks
E-G	5.67weeks	6.27weeks

### Public Holidays

In addition to annual leave, full-time staff (52 weeks) are entitled to each public holiday occurring during their employment.

For part-time staff working 52 weeks, public holiday entitlement is expressed as a pro-rata amount in hours per year. To calculate:

- Divide the number of days worked per week by 5
- Multiply the figure found above by the number of public holidays falling in the annual leave year (normally 8)
- This gives the number of public holiday hours for the annual leave year.
- i.e. Two days per week ;  $\frac{2}{5} \times 8 = 3\frac{1}{5}$  days.

For term-time only staff, the above includes pro-rata holiday entitlement.

### For support staff with term time only contracts covering 195 working days (39 weeks):

The school is open for 190 days when students are present. In addition there are 5 in-service (professional learning) days each year which must be worked by support staff and are noted in the school calendar.

It should also be noted that term time only staff, working most or all of the school day, must take a 30 minute unpaid lunch break.

You are also reminded that for full-time staff (term time only or 52 week contracts) the working week currently comprises 37 hours. The normal pattern is:

0830-1630 on Monday to Thursday with a 30 minute unpaid lunch break

0830-1600 on Friday with a 30 minute unpaid lunch break

This pattern can be varied in negotiation with line managers and if the operational needs of the school permit.

The annual **leave entitlement for 52 week staff** runs from 1<sup>st</sup> April – 31<sup>st</sup> March annually. All days should be taken by the end of the Easter holiday adjacent to the end of the financial year and should not be carried over beyond this time.

## **APPENDIX 2**

### **THE TAKING OF SCHOOL LUNCHESES AND REFRESHMENTS**

At break time all staff can avail themselves of free tea/coffee. Free refreshments will be available for after school training sessions that involve whole school issues.

At lunch time, however, the Board of Directors, with due regard to the Equal Pay Act and guidelines related to wellbeing of staff and students has decided:

- No staff should have ‘free’ lunches as a matter of course, including staff working in the dining and catering area
- Staff who undertake supervised duties for which they are paid will have a market supplement for each lunchtime duty only. This can be used as payment for a duty meal as required.
- The Headteacher and Deputy Headteachers may take a designated lunch at the following times:
  - When inviting visitors/guests to lunch
  - When interviewing over the lunch period
  - When it is deemed appropriate for extra supervision at lunch time for the wellbeing of staff and children (for example, in extreme weather or significant staffing absence)
- Assistant Headteachers and Middle Leaders may take a designated lunch at the following times:
  - When interviewing over the lunch period