



Minsthorpe Academy Trust
Staff Handbook
2018/19

September 2018

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Introduction to Minsthorpe Community College

1. Welcome

The purpose of this handbook is to introduce you to Minsthorpe Community College. It has been designed with you in mind and is full of information which we hope you will find useful.

You will of course receive a full induction, and in addition to your induction, line managers and colleagues will be on hand to support you and offer assistance to help you to settle into your new role. We hope that you will be able to use this guide, along with the website, to find the answers to many questions you may have about working for Minsthorpe Community College.

Remember that if you do have any additional questions or problems, your line manager, the Human Resources team, and other College staff and colleagues will be happy to help.

Welcome to Minsthorpe Community College!

2. Our Mission Statement:

As a College at the heart of the community it serves, our aim is to raise the expectations and achievements of all learners and by doing this play a leading and proactive role in the local area. Minsthorpe Community College's mission is to change for the better the lives and life chances of all members of our community. In order to achieve this we are committed to the achievement of rapid educational transformation within the college through the development of outstanding practice based upon sustainable collaboration.

Strategic objectives:

- Improve Progress for all students.
- Diminish the difference (PP, SEND, LMH, gender).
- Improve whole College attendance.

We will work to achieve this by:

- Working relentlessly to ensure 'no child is left behind'
- Professionally developing our staff in an ethos of 'capacity and care'
- Continually striving to deliver inspirational learning, teaching and training for all learners
- Driving for outstanding through engagement, enjoyment and safety
- Constantly reviewing the effectiveness and impact of the college's practices, in partnership with our governing body

Through our role as:

- A Community College at the heart of the SESKU area – a focus for education and training for children and adults
- A Community College with a commitment to enabling lifelong learning for all ages
- A recognised quality provider who is part of the Wakefield Learning Community and the hub school for the Minsthorpe Consortium and the YTCA SCITT
- A community college that values partnership working and has strong links with other institutions including primary, secondary, further and higher education, work-based learning providers. We work closely with other agencies and are committed to multi-professional support for our learners.

3. Staffing Structure

3.1 Leadership Team

		PRINCIPAL Ray Henshaw			LEADERSHIP & GOVERNING BODY PA Jayne Germain		
		VICE PRINCIPAL Pedagogy & Practice Rachael Merritt Linked to: Science, Computing & Digital Media		VICE PRINCIPAL Achievement & Standards Mark Gilmore Linked to: English, PE			
	ASSISTANT PRINCIPAL Quality & Impact Sarah Adams Linked to: Creative Maths	ASSISTANT PRINCIPAL Student Wellbeing & Safety Jeanette Collins Linked to: SMSC Specialist Support/ Inclusion	ASSISTANT PRINCIPAL Assessment & Support Kim McGowan Linked to: MFL Humanities	ASSISTANT PRINCIPAL Progress & Aspiration Richard Yates Linked to: Technology Year 7, 8, 9, 10 & 11	ASSISTANT PRINCIPAL Post 16 Achievement & Progression Susie Lewis Linked to: Soc/Voc Year 12 & 13	BUSINESS DIRECTOR Mandy Ellis	PERSONNEL & HR DIRECTOR Cath Green
		ASSOCIATE ASSISTANT PRINCIPAL'S Student Leadership & Celebrating Achievement – David Lloyd CPD/ITT/NQT – Jenny Read Literacy & Oracy – Katie Gibson Year 6 Transfer & Transition and Joint Projects – Laura Trusdale Additional Needs – Matt Orr					

3.2 Curriculum Team Leaders

ENGLISH	MATHS	SCIENCE	ICT	D&T	MFL	HUMANITIES	CREATIVE ARTS	PE & SPORT	SOC/VOC	SMSC
Katie Gibson	Simon Fitzgerald	Peter Williams	Stuart Mallinson	Leanne Bradley	Yvonne Taylor	Nicky Fletcher	Claire Kelly	Michael Mann	Donella Cook	Kirsty Jackson

3.3 Cross Curriculum Team Leaders (Head of Year)

YEAR 7	YEAR 8	YEAR 9	YEAR 10	YEAR 11	Post 16
Anna Cunningham Assistant CCTL Anna Fish	Erica Patton Assistant CCTL Dean Benson	Lynne Bigland Assistant CCTL Liam Harnell	Chris Max Assistant CCTL Hannah Bird	Rachael Paul Assistant CCTL Dean Gervis	Dave Lloyd Assistant CCTL Sarah Marshall

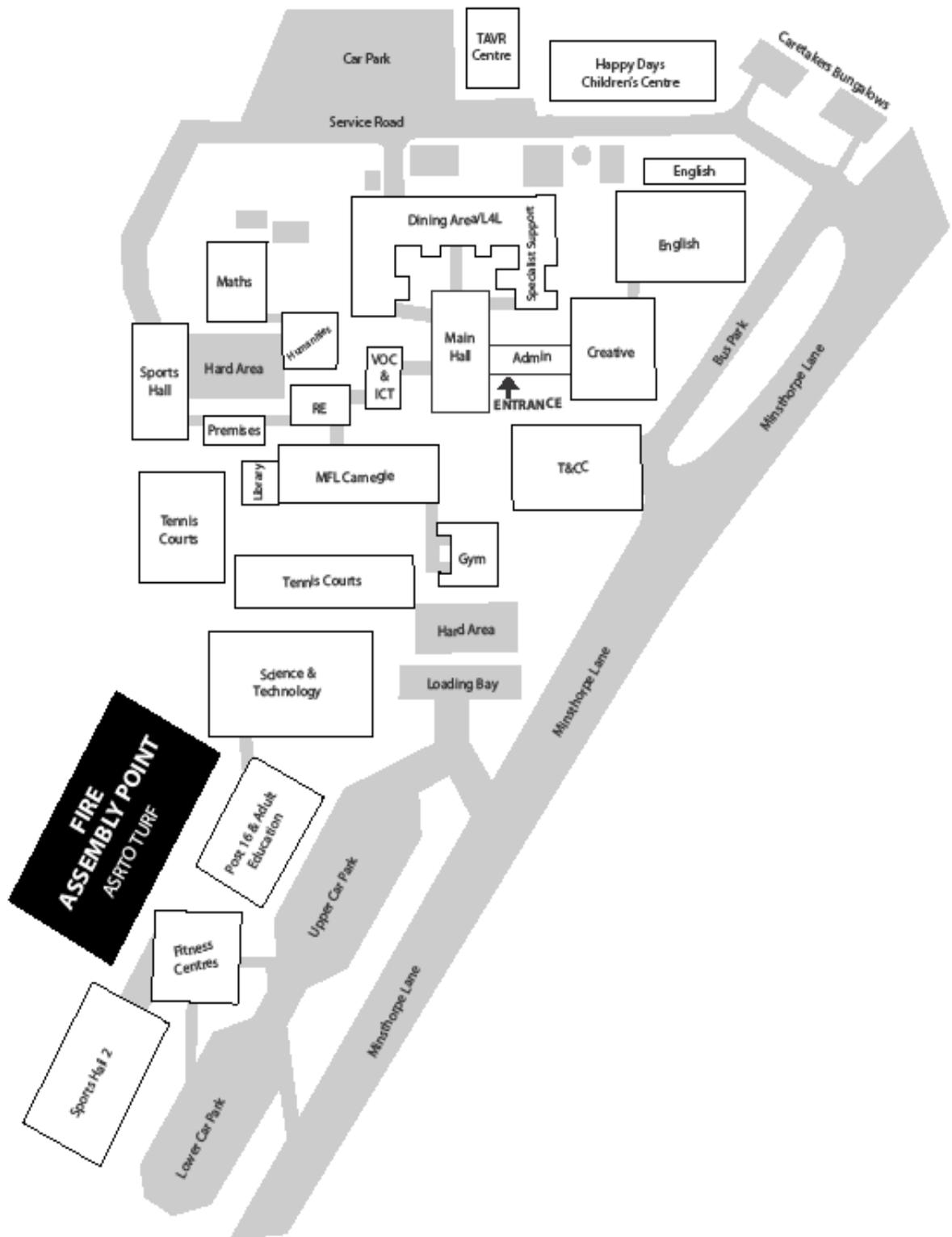
3.4 Associate Staff Team Leaders

ADMINISTRATION	FINANCE	ICT/TECHNICAL	PREMISES	DATA
Yvette Kelsall	Mandy Spencer	Matt Wood	Shaun Cuthbert	Craig Bailey

3.5 Community Dimension Team Leaders

HAPPY DAYS CHILDREN'S CENTRE	TRAINING & CONFERENCE CENTRE/ADULT EDUCATION	SPORTS & FITNESS CENTRE
Terry Boughen	Julie Millar	Ben Harrison

4. Map of Minsthorpe Community College Campus



5. Useful Contacts

5.1 Finance Office

The Finance Team are available to advise you on all issues relating to purchasing, income, payroll and insurance, and can be contacted on:

Extension - 1010, 1011, 1012, 1013 or 1014

Or alternatively you can email:

finance@minsthorpe.cc

5.2 Human Resources

For all HR related queries please contact the Personnel & HR Director in the first instance on:

Extension – 1310 or 1026

Or alternatively email:

cgreen@minsthorpe.cc or mmills@minsthorpe.cc

5.3 Administration

The core Administrative Team is based in the General Office behind the Main College Reception. For admin support, first aid and general enquires, they can be contacted on:

Extension - 2001

Or by emailing:

generalofficestaff@minsthorpe.cc

5.4 ICT Services Team

The ICT Services Team provide IT support, training and advice to all staff and students in college, as well as all reprographic and multi-media requirements. To log an issue or to book IT equipment, please contact the Service Desk on:

Extension – 2222

Or by emailing:

ictservicesteam@minsthorpe.cc

5.5 Premises

The Premises Team are responsible for buildings and grounds maintenance and security. They can be contacted on:

Extension – 1035

Or by emailing:

premises@minsthorpe.cc

5.6 Data

The Data Team are on hand to provide support and advice on the college data systems, they can be contacted on:

Extension – 1018 or 1019

Or email:

cbailey@minsthorpe.cc or kturner@minsthorpe.cc

5.7 Room Bookings

To book the Principal's Meeting Room please contact the Leadership Team PA on:

Extension 1007

Or email:

jgermain@minsthorpe.cc.

To book the Main Hall please download the booking form from Firefly and email to:

ceades@minsthorpe.cc & premises@minsthorpe.cc

6. Telephone Extensions

1214/1309 Safeguarding (Safeguarding@minsthorpe.cc)	2222 ICT Service Desk - Use to log all IT related issues
1000 Reception Call this number for Office Duty Students	1007 Principal
2001 General Office	Pastoral Team
Admin	1104 Campus Supervisor
1000 Marina Wootton – Reception	1105 MID Room - Supervisor – Elaine Farmer
1001 Heather Wilkes	1106 SFA Office
1002 Tracy Day	1107 Year 7
1003 Faye Litton	1108 Year 8
1004 Yvette Kelsall – Admin TL	1109 Year 9
1005 Stef Gledhill – Clerical Officer	1110 Year 10
1007 Jayne Germain – Principal’s PA	1111 Year 11
1008 Donna Arnold	1112 Year 12
1009 Sarah Broadhurst – Clerical Officer	1113 Year 13
1026 Marlene Mills – HR Admin Assistant	1500 MAP - Ruth Simmons
1040 Sue Stringfellow – Library	1501 MAP - Tim Dowey
1214 Louise Allen – Deputy Designated Safeguarding Lead	1502 MAP - Claire Jubb
1308 Ruth Simmons – LT Admin Support	1530 Georgina Newton – EWO
Finance	Curriculum Teams / CTLs /Technicians
1010 Mandy Watson (Business Director/Finance TL)	1031 Andrew Thomson – Tech Technician
1011 Julie Burkes	1032 Science Technicians
1012 Alison Taylor	1200 Creative Base (CTL Claire Kelly)
1013 Michelle Theaker	1205 Maths Base
Exams/Data	1206 Maths CTL (Simon Fitzgerald)
1015 Claire Rady - Data and Examinations Officer	1215 English Base
1016 Donna France - Data and Examinations Administrator	1216 English CTL (Katie Gibson)
1029 Craig Bailey - Data Manager (Team Leader)	1220 Languages Base (CTL Yvonne Taylor)
1019 Kay Turner - Data and Performance Analyst	1225 PE Base (CTL Michael Mann)
1018 Peter Atherton – Chief Data Officer	1230 Science Base
1019 Chloe Gascoigne - Data and Examinations Admin	1231 Science CTL (Pete Williams)
ICT/Technical Team	1235 Technology Base (CTL Leanne Bradley)
1610 Matt Wood - IT Manager (Team Leader)	1240 ICT Base
1021 Trevor Carte – ICT/Repro Technician	1241 ICT CTL (Stuart Mallinson)
1022 Sam Redman – Assistant Team Leader	1245 Humanities Base (CTL Nicky Fletcher)
1023 Jatinder Kaur-Sandhu – ICT/Repro Technician	1250 SMSC Base (CTL Kirsty Jackson)
1027 Phill Thornberry – Digital & Media Print	1255 Social & Vocational Education Base (CTL Donella Cook)
1034 Nick Price – ICT/Repro Technician	1256 Beauty Room
1035 Premises and Estates Team	1257 Public Services/Quality Nominee - Marc Sleigh
Specialist Support	SCITT
1210 Angela Jarratt - Assistant SENCO	1307 Bex Turner-Loisel SCITT Lead
1211 Matt Orr – AAP Additional Needs	1410 Julie Millar SCITT Admin Support
1212 Dale Fairhurst – Inclusion Manager	Community Teams
1600 Marie Matthews (AP Co-ordinator)	1400 Happy Days Centre
Leadership Team - For Principal call 1007	1401 Happy Days Centre Manager (Terry Boughen)
1206 Susie Lewis – AP (Achievement & Progression)	1410 T&CC (Julie Millar Centre Manager)
1301 Kim McGowan - AP (Assessment and Support)	1430 Sports and Fitness (Ben Harrison, Centre Manager)
1302 Associate Assistant Principals’ Base	Kitchen
1303 Mark Gilmore – VP (Achievement and Standards)	1510 Main Kitchen Main
1304 Rachael Merritt – VP (Pedagogy and Practice)	1511 P16 Kitchen
1305 Richard Yates - AP (Progress and Achievement)	Absence Reporting
1306 Sarah Adams - AP (Quality & Impact)	1017 Cover - Christine Eades
1309 Jeanette Collins - AP (Student Safety and Wellbeing)	Teaching Staff (Out of college): 07899668341
1310 Cath Green – Personnel and HR Director	Support Staff (Out of College): 01977657602
1010 Mandy Watson – Business Director	

7. Firefly

All documents, policies and procedures referred to in this Handbook are available via Firefly. Firefly is the College's on-line document storage system and you will receive a full tutorial on how this works as part of your induction programme.

8. Identity Badges

All staff are issued with a 'chipped' photographic identify badge supported on a Blue lanyard imprinted with "Staff". This must be worn at all times and is needed in order to gain access to the College site. If the badge is lost it must be reported to the ICT Services Team immediately in order for access to be deleted from the system.

9 Car Parking

Free car parking is available on site - a permit and space will be issued to you via the General Office – you ***must*** park in the car park for which you have a permit and in a designated parking space.

For those staff allocated a space in the 'Green Car Park', you will be issued with a fob to automatically open the barrier. If this fob is lost please report it to the ICT Services Team immediately, you will be expected to pay for a replacement.

10. Catering Facilities

Snacks and refreshments are available in the Key Stage 3 and Key Stage 4 dining areas. The College operates a cashless system and arrangements will be made for you to access this.

11. Staff Briefing

There is a briefing for all staff in the Main Hall on Wednesday morning at 8.15am.

12. Pastoral Structure

All year groups are divided into 2 halves, DAVY and MOORE. Tutor time is known as 'Progress and Achievement' time (also referred to as P&A).

When students are new to college they are placed in mixed ability P&A groups and will usually stay in that group for the remainder of their time at Minsthorpe.

13. Learning and Behaving the Minsthorpe Way

The 'Learning and Behaving the Minsthorpe Way' Rewards and Sanctions policy should be used to support learning in college. All students should understand the procedure and all staff should use the policy with consistency. Your line manager and/or buddy will explain how the system operates.

14. Dealing with Poor Attitude and Behaviour

It is the responsibility of all staff to ensure good discipline and to create an environment where effective learning and teaching can take place. Do not be afraid to seek help or advice if you are experiencing difficulty with certain students or groups of students. All staff encounter students who will not conform - make sure you challenge all aspects of negative attitude and behaviour.

15. Recording Positive Attitude and Behaviour

At Minsthorpe College we operate a Positive Behaviour Slip system of rewards for students meeting their 'Learning and Behaving the Minsthorpe Way', responsibilities.

16. Bullying

Bullying is not tolerated at Minsthorpe College. You should be vigilant and confront all levels of bullying. Incidents of bullying should be recorded on the appropriate pro-forma (available in Curriculum Bases/Year Offices/General Office) and passed onto the Cross Curriculum Team Leader.

17. Specialist Support

Students with learning and behavioural difficulties are individually withdrawn from lessons to work on programmes tailored to their individual needs. This may range from 'one to one' tuition for one or two lessons a week, to small group work, workshops, part timetables, reduced timetables, reintegration programmes and occasionally full time support within the Specialist Support Base.

Specialist Support is a welcoming and supportive place to work. We have a diverse, caring team of Teaching Assistants (TA) led by the college Assistant SENCO who value hard work and give the absolute highest standard of commitment in ensuring that our students receive the support they need and deserve. A more detailed review of the work undertaken by the whole Specialist Support Team can be found on Firefly.

18. Support for Achievement

The College has a team of Support for Achievement colleagues who provide a complementary service to teaching and pastoral staff, addressing the needs of students who require help to overcome barriers to learning within and outside college.

Each Support for Achievement team member gives one-to-one and small group mentoring in order to support students in raising their achievement.

In addition to their mentoring role the team supervise classes at times of staff absence.

19. Timings of the College Day & College Calendar 2018/19

TIMINGS OF THE COLLEGE DAY	
08.30 – 08.45	P&A & Assembly Time
08.45 – 09.35	Period 1
09.35 – 10.25	Period 2
10.25 – 10.40	<i>Snack Break</i>
10.40 – 11.30	Period 3
11.30 – 12.20	Period 4
12.20 – 12.50	<i>Snack Break</i>
12.50 – 13.40	Period 5
13.40 – 14.30	Period 6
14.45 – 16.00	<i>Meetings/Activities</i>

MCC SCHOOL CALENDAR 2018/2019

August						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September (20)						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October (20)						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November (20)						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December (15)						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January (19)						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February (15)						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March (21)						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April (12)						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May (17)						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June (20)						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July (14)						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- = Bank Holidays
- = School Holidays
- = INSET
- = Local Election Day (not at MCC)

Number of Staff Days *	193
Less INSET days *	3
Total number of pupil days:	190

* Plus Twilight INSETs TBA (8hrs in total)

Policies and Procedures

1. Starting with Minsthorpe Academy Trust

1.1 Statement of Employment Terms and Conditions

As an employee of Minsthorpe Academy Trust you will have received a document setting out specific terms and conditions of service as they relate to your post (if you have not received this, you will do so within 8 weeks of your commencement date). This includes details of:

- the names of the employer and the employee;
- the date when the employment (and the period of continuous employment) began;
- remuneration and the intervals at which it is to be paid;
- hours of work;
- holiday entitlement;
- entitlement to sick leave, including any entitlement to sick pay;
- pensions and pension schemes;
- the entitlement of employer and employee to notice of termination;
- job title (or a brief job description);
- where it is not permanent, the period for which the employment is expected to continue or, if it is for a fixed term, the date when it is to end.
- either the place of work or, if required to work in more than one location, an indication of this and of the employer's address; and
- details of the existence of any relevant collective agreements which directly affect the terms and conditions of your employment.

Further detailed policies and procedures which may not be mentioned as part of this document, but which still form part of your conditions of employment with us can be accessed through your line manager. This handbook also summarises the main terms of your employment.

1.2 Probation Periods (Support Staff Only)

You join us on an initial probationary period of six months. During this period your work performance and general suitability will be assessed and, if it is satisfactory, your employment will continue. However, if your work performance is not up to the required standard, or you are considered to be generally unsuitable, we may either take remedial action (which may include the extension of your probationary period) or terminate your employment at any time.

We reserve the right not to apply our full contractual capability and disciplinary procedures during your probationary period.

1.3 Attendance at Work

Minsthorpe Academy Trust values good attendance at work and is committed to improving the general wellbeing of its employees to achieve this. Although we aim to secure regular attendance, we do not expect employees to attend when they are unwell.

1.3.1 Notification and Certification of Sickness Absence

If you are unable to attend work as a result of sickness you must comply with the following procedures to avoid loss of pay:

On or before the first working day of sickness absence, you or your representative must immediately notify your Line Manager and the Personnel & HR Director (Support Staff) on 01977 657602 or Cover Officer (Teaching Staff) on 07899 668341 that you will not be attending work. Immediate notification of the first day of absence means as soon as possible bearing in mind specific time limits which may be set by the employing Department, e.g. by no later than one hour before the normal starting time.

You will be required to provide the following information:-

- a) the nature of the illness (must be specific)
- b) date of commencement
- c) the date on which you expect to be fit for work
- d) if appropriate, that the absence is attributable to an injury sustained at work.

If you do not know when you expect to be fit to return to work you must contact your line manager and Personnel & HR Director/Cover Officer each day that you are absent – the same time limits apply as if it were the first day.

If you are unable to return to work on the expected day, you or your representative must contact your place of work again by the specified time on that day to give them a revised date of return. In any event you should make contact with your line manager, not later than the fourth day, to either confirm that you will be returning to work as previously notified or that you will be arranging to see your Doctor with a view to obtaining a Doctor's Statement.

Following your return to work you will be required, if only briefly, to see your line manager, to have a 'return to work discussion' and to certify that the information which you gave concerning your absence was correct in order to claim the appropriate payment. (Self Certification Form).

Payment of Occupational Sick Pay will be made on a sliding scale depending on length of service and sickness period. If you are absent for more than seven calendar days you must produce a Doctor's Statement. This should reach your place of work on or before the ninth day otherwise Occupational Sick Pay may be withheld. You are advised to see your Doctor as soon as possible so that your Doctor's Statement can be produced on time. Doctor's Statements which are not received by the ninth day will only be accepted for payment of Occupational Sick Pay from the date of receipt at work, unless exceptional circumstances apply.

Prior to the expiry of your Doctor's Statement you must contact the College to inform your supervisor/line manager whether you expect to return to work on the expiry of the present statement or whether you anticipate that a further period of sick leave will be necessary for your recovery. All continuation Doctor's

Statements must be received at the place of work within three working days of the expiry of the previous Statement. Doctor's Statements which are not received within three working days will only be accepted for payment of Occupational Sick Pay from the date of receipt at work, unless exceptional circumstances apply.

Where you have to submit more than one Doctor's Statement, you must ensure that you are covered for the whole period of your absence so that there is no gap between the expiry date of one Statement and the Doctor's date of signing of the next Statement.

On return to work after any period of absence, you must sign a statement (Self-Certification Form) detailing the reasons for absence up to and including the first seven days in order to claim benefit for this initial period. Failure to do so may result in the loss of occupational sick pay for the initial period.

Failure to comply with the procedure for notifying absences and producing doctor's statements may affect entitlement to occupational sick pay and where appropriate may result in disciplinary action.

These notes are for guidance only and do not contain all the regulations relating to sickness absences. For further information, please refer to the College Sickness Absence Policy located on Firefly.

1.3.2 Late Arrival

Staff should inform their line manager as soon as possible if they anticipate arriving late. Teaching staff should also contact the Cover Officer with an estimated time of arrival.

1.3.3. Planned Absence

Support Staff

This must be approved in advance with your Team Leader. Yellow Absence Request Forms should be completed at least 5 days in advance, signed by your Team Leader and passed to the HR Director for approval.

Teaching Staff

This must be approved in advance with your Team Leader. Green Cover Request Forms should be completed at least 5 days in advance (after checking the live calendar), signed by your Team Leader and passed to the Cover Officer for final approval. A copy of work set should always be left in the relevant classroom and a copy emailed to the Curriculum Team Leader.

Please ensure you include the absence code on the request form as this determines paid/unpaid leave and is found on page 3 of our Leave of Absence Policy (available on Firefly).

1.4 Hours of Work

Your normal hours and working pattern will be specified in your Statement of Terms and Conditions of Employment.

The College reserves the right to vary your hours and pattern of working, following consultation and agreement with you.

Persistent poor timekeeping means that colleagues are put under pressure to cover your duties. This is not acceptable and will therefore be treated as a potential disciplinary offence under our disciplinary procedures.

1.5 Flexible Working

Minsthorpe Academy Trust has a policy of trying to assist staff to balance their work and home life, and is therefore willing to consider requests from staff to vary their working hours or work pattern. Such requests will be considered taking into account the impact on the organisation, work colleagues and any other relevant factors. Should you wish to discuss this you should speak to the Personnel & HR Director.

Under provisions set out in the Employment Rights Act 1996 and regulations made under it, all employees have a statutory right to ask their employer for a change to their contractual terms and conditions of employment to work flexibly provided they have worked for their employer for 26 weeks continuously at the date the application is made.

1.6 Disclosure & Barring Service Checks

All employees of Minsthorpe Academy Trust are required to undergo a Disclosure and Barring Service Enhanced (DBS) check. As an organisation using the Disclosure and Barring (DBS) Service to help assess the suitability of applicants for positions of trust, the College complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information. The college also complies fully with its obligations under the Data Protection Act. A prohibition from teaching check will also be completed for all employees.

Where visitors/volunteers are invited into College on a regular basis, there is a need to comply with national guidance regarding Enhanced DBS checks. A key extract from that guidance follows below.

“Head Teachers or Principals should consider obtaining enhanced DBS Disclosures where the volunteering is regular and involves contact with children. Within this guidance we have used regular as meaning three or more times in a 30 day period, or once a month or more, or overnight.”

All colleagues involved in making arrangements for visitors/volunteers where this guidance applies, MUST seek advice from the Personnel & HR Director before such visits commence. For work experience placements, please refer to the

separate guidance document - Procedures for Handling Work Placement Enquiries located on Firefly.

1.7 Standards of Performance and Behaviour at Work

1.7.1. General Guidelines

Staff should at all times conduct themselves in a professional manner and in accordance with the reasonable expectations of the behaviour of adults employed in a position of trust. Professional expectations imply that staff should at all times seek to ensure that relationships with colleagues, students, parents, governors and other stakeholders are mutually respectful.

The Code of Conduct seeks both to support staff in ensuring that students safety is safeguarded at all times and to support them in engaging in safe practices so that the risk of false allegations of improper conduct is reduced.

In order to ensure public trust both in the college and in the broader educational system, staff must at all times, whether inside or outside of normal college hours and whether on or off the college site, maintain the reasonable standards of behaviour expected of an adult employed in a position of trust in a school setting.

Adults working in schools must at all times ensure an appropriate distance is maintained between themselves and the students.

Adults working in schools must recognise that, by the very nature of their position, they are in a position of influence. The relationship between adults and students, whilst mutually respectful, is not a relationship of equals. This position must always be used to support the students, and never to intimidate, harass, humiliate or threaten them.

All adults working in schools are responsible for creating an environment which is tolerant, respectful, fair and inclusive.

1.7.2 Staff/Student Relationships

Staff should act in a professional manner at all times and should not engage in over-familiar behaviour with student.

Engaging in inappropriate relationships with students which blur the appropriate professional boundaries are likely to give rise to concerns that an adult cannot be trusted to work in a school setting. Such behaviour may also be regarded as gross misconduct. This relates not only to relationships with students or young people at Minsthorpe Community College, but also to relationships with students or young people at other educational institutions.

Staff must not have any type of sexual relationship with a student. They must not engage in any sexually suggestive communication with a student, make any sexual remarks to or about a student or discuss their own sexual relationships with a student. Any engagement in a sexual relationship with a student or in behaviour which encourages a relationship to develop in a way which might lead

to a sexual relationship is a serious breach of trust that will usually lead to serious disciplinary sanction and possible criminal prosecution.

1.7.3 Infatuations

Where a student becomes strongly attracted to a colleague, it is important that the situation is dealt with sensitively, maintaining the dignity of all concerned. Any such concerns must be recognised and advice sought at the earliest opportunity.

1.7.4 Physical Contact

There are some occasions when physical contact between an adult and a student can be deemed appropriate, but it is crucial that any such occasion is clearly related to the professional role of the adult and is in response to the student's reasonable needs.

Staff must be certain to avoid physical contact which might in any way be deemed inappropriate. They should be aware that minor forms of friendly physical contact can easily be misinterpreted. Staff should be cautious of any demonstration of affection. For further information please refer to the college's Physical Contact and Intervention Policy.

1.7.5 Physical Restraint

The college has a policy on Physical Contact and Intervention. Members of staff must be familiar with the content of this policy, but the key guidelines are as follows:

Classroom teachers and support staff will very rarely be in a situation where they may need to use physical intervention.

The situation where physical intervention may occur for classroom teachers and support staff is where there is a confrontation/ fight between students. In these circumstances physical intervention is clearly legal but should be reasonable, that is to say no more force is used than is required. All staff should be clear that they do not have to physically intervene unless they feel comfortable doing so and equally do not consider themselves to be at risk.

If a student refuses to leave the classroom, despite government guidance which suggests that you may use reasonable force, the college's clear advice is to contact the General Office for a member of the Leadership Team and Campus Supervisors.

If a student wishes to leave the classroom, the college advises that staff should not prevent the student from doing so unless they are judged to be a significant risk to others.

If for any reason you believe a search of a student may be required contact the General Office for a member of Leadership.

1.7.6 Appearance

As you will come into contact with students and members of the public, it is important that you present a professional image with regard to appearance and standards of dress. Where uniforms are provided, these must be worn at all times whilst at work and laundered on a regular basis. Where uniforms are not provided, we must remember that we are role models for our students and appropriate, smart and modest attire must be worn (no denim, low cut tops, leggings, short skirts etc and appropriate footwear must be worn for health and safety reasons. Male members of staff must wear a shirt and tie). No facial piercings/tongue studs. If you are in any doubt as to the expectations then your line manager/leadership team link will confirm what is acceptable.

1.7.7 Identity Badges and Visitors

All staff will at all times wear a photographic identity badge supported on a Blue lanyard imprinted with 'Staff'.

All visitors to the site will at all times wear a non-photographic identity badge supported on a Green lanyard imprinted with 'Visitor'.

All contractors working on site will at all times wear a non-photographic identity badge supported on a Red lanyard imprinted with "Contractor".

All Post 16 students also wear a photographic identity badge supported on a Purple lanyard imprinted with 'Post 16 Student'.

Invited visitors and contractors **MUST** be met at the relevant reception area by the member of staff responsible for inviting them (event organiser). The following College Centres have designated reception areas:

- Main College Reception
- Happy Days Children's Centre
- Training & Conference Centre
- Sports & Fitness

At this point visitors will be issued with the appropriate identity badge and lanyard and asked to complete the 'Visitors Record'.

Visitors should not be met directly on site without reporting to the appropriate reception area to complete signing in procedures. The only exception to this is detailed in the section on 'Hosting Large Scale Events' in the College Visitors Policy.

For further information, please refer to the College Visitors Policy and Procedures located on Firefly.

1.7.8 Signing Out

If you need to leave site during the College day, all staff **MUST** sign out in the Main College Reception and inform their line manager.

1.7.9 Personal Property

Any personal property such as jewellery, cash, credit cards, clothes, cars, motorbikes or bicycles etc. left on college premises is done so entirely at your own risk. You are strongly advised not to leave any valuables unattended, either on our premises, our vehicles or in your own vehicle. Minsthorpe Academy Trust does not accept liability for loss or damage to any personal property whatsoever.

1.7.10 Telephones & Correspondence

College telephone / mobile phone or postal facilities must not be used for private purposes without prior permission from your line manager. If, for any reason, personal use is made of these items then arrangements must be made to pay the cost price of all services used. Abuse of these facilities will be considered a potential disciplinary matter.

1.7.11 Smoking and Other Substances at Work

Legislation now exists which makes it illegal to smoke in enclosed public spaces. Smoking is therefore strictly prohibited on all Minsthorpe Academy Trust premises (including the college grounds and boundaries) and vehicles. If you wish to smoke, please ensure you go off-site and out of sight of the College.

Bringing alcohol or any unlawful drugs to the workplace, and / or imbibing them here is strictly prohibited both during work time or during a period prior to work where the effects carry over to the workplace. Any such instances will be dealt with under the disciplinary procedure and may lead to your summary dismissal.

1.7.12 Confidentiality

It is a condition of your employment that you have a duty of confidentiality with regards to Minsthorpe Academy Trust.

During the course of your employment you may find yourself in possession of sensitive information, the disclosure of which could be construed as a breach of confidentiality. It is a condition of your employment that you have a duty of confidentiality to the college, and you must not discuss any college sensitive or confidential matter whatsoever with any outside organisation including broadcasting on social network/internet sites.

Any such breach of confidentiality would be deemed as gross misconduct except as otherwise provided or as permitted by any current legislation (e.g. the UK Public Interest Disclosure Act 1998) and could lead to your dismissal.

1.7.13 Child Protection & Safeguarding

The member of staff designated to deal with child protection issues at the College is Jeanette Collins – Assistant Principal (Student Wellbeing & Safety). If Jeanette is unavailable her deputies are Louise Allen – Safeguarding Officer, Dale Fairhurst – Inclusion Manager, or Angela Jarrett – Assistant SENCO.

If any student indicates that they are about to disclose information of a sensitive nature, you must make it clear that you will have to pass this information on.

Never promise a student that you will keep such information to yourself.

You will be issued with, and asked to sign for, a copy of our Safeguarding & Promoting the Safety & Welfare of Children/Young People policy which you must adhere to.

1.7.14 Whistleblowing

Employees will be expected, through agreed procedures and without fear of recrimination, to bring to the attention of the appropriate level of management any deficiency in the provision of service. It is the duty of each employee to report to the appropriate senior member of staff any impropriety or breach of procedure.

1.7.15 Computer, email and Internet use

If you have access to the College's computers including email and access to the internet as part of your job, you must not abuse this by using these facilities for purposes unrelated to College business.

Limited personal use of the internet is permitted during your formal breaks. All internet use is monitored and accessing pornographic or other unsuitable material is strictly prohibited and would be considered a serious disciplinary offence which may result in dismissal.

If you have a College email address, this is provided for responsible use on College business and should not be used in any other way whatsoever.

All staff are expected to read the College's E-Safety Policy and sign the ICT Acceptable Use Policy and where applicable the Staff Laptop Acceptable Use Policy (located on Firefly) and adhere at all times to its content.

1.8 Data Protection and Access to Information

Minsthorpe Academy Trust will comply with all statutory requirements of the General Data Protection Regulations by registering all personal data held on its computer and/or related electronic equipment and by taking all reasonable steps to ensure the accuracy and confidentiality of such information.

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

- processing is fair, lawful and transparent
- data is collected for specific, explicit, and legitimate purposes

- data collected is adequate, relevant and limited to what is necessary for the purposes of processing
- data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay
- data is not kept for longer than is necessary for its given purpose
- data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures
- we comply with the relevant GDPR procedures for international transferring of personal data

1.9 Changes in Personal Information for Employment Purposes

It is important that our records are correct, as inaccurate or out of date information may affect your salary or cause difficulties in situations where contact is required for emergencies. You **must** notify the Personnel & HR Director immediately of all changes in the following personal information:

- Name
- Home address
- Telephone number
- Bank account details
- Examinations passed/qualifications gained
- Emergency contact
- Car registration details for car parking permits.
- Criminal charge, caution or conviction
- Conflict, or potential conflict of interest

Personal data on employees is held in accordance with the provisions of the College's Data Protection Policy which will be made available for inspection by you if required.

1.10 Trade Union Membership

You have the right to join a trade union and take part in its activities if you so wish. Minsthorpe Academy Trust recommends that you become a member of the trade union that is relevant to your category of employment.

2. Valuing Diversity and Dignity at Work

2.1 Valuing Diversity

2.1.1 Statement

Minsthorpe Academy Trust is committed to valuing diversity and seeks to provide all staff with the opportunity for employment, career and personal development on the basis of ability, qualifications and suitability for the work as well as their potential to be developed into the job. We believe that people from different backgrounds can bring fresh ideas, thinking and approaches which make the way work is undertaken more effective and efficient.

The college will not tolerate direct or indirect discrimination against any person on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation whether in the field of recruitment, terms and conditions of employment, career progression, training, transfer or dismissal.

It is also the responsibility of all staff in their daily actions, decisions and behaviour to endeavour to promote these concepts, to comply with all relevant legislation and to ensure that they do not discriminate against colleagues, students, customers, suppliers or any other person associated with the College.

2.1.2 Key Actions

In adopting these principles Minsthorpe Academy Trust:

1. Will not tolerate acts that breach this policy and all such breaches or alleged breaches will be taken seriously, be fully investigated and may be subject to disciplinary action where appropriate.
2. Fully recognises its legal obligations under all relevant legislation and codes of practice.
3. Will allow staff to pursue any matter through the internal procedures which they believe has exposed them to inequitable treatment within the scope of this policy. If you need to access these procedures they can be located on Firefly.
4. Will ensure that all managers understand and maintain their responsibilities and those of their team under this policy.
5. Will offer opportunities for flexible working patterns, wherever operationally feasible, to help employees to combine a career with their domestic responsibilities.
6. Will provide equal opportunity to all who apply for vacancies through open competition.
7. Will select candidates only on the basis of their ability to carry out the job, using a clear and open process.
8. Will provide all employees with the training and development that they need to carry out their job effectively.
9. Will provide all reasonable assistance to employees who are or who become disabled, making reasonable adjustments wherever possible to provide continued employment. We will ensure an appropriate risk assessment is carried out and that appropriate specialist advice is obtained when necessary.

2.2 Dignity at Work

2.2.1 Statement

The College believes that the working environment should at all times be supportive of the dignity and respect of individuals. If a complaint of harassment is brought to the attention of the College, it will be investigated promptly and appropriate action will be taken.

2.2.2. What Constitutes Harassment at Work?

Harassment can be defined as conduct which is unwanted and offensive and affects the dignity of an individual or group of individuals.

Sexual harassment is defined as unwanted conduct of a sexual nature, or other conduct based on sex, affecting the dignity of women and men at work. This can include unwelcome physical, verbal or non-verbal conduct.

People can be subject to harassment on a wide variety of grounds including:

- race, ethnic origin, nationality or skin colour
- sex or sexual orientation
- religious or political convictions
- willingness to challenge harassment, leading to victimisation
- disabilities, sensory impairments or learning difficulties
- status as ex-offenders
- age
- real or suspected infection with a blood borne virus (eg AIDS/HIV)
- membership of a trade union or activities associated with membership

Forms may include:

- physical contact ranging from touching to serious assault
- verbal and written harassment through jokes, offensive language, gossip and slander, sectarian songs, letters and so on
- visual display of posters, graffiti, obscene gestures, flags and emblems
- isolation or non-cooperation at work, exclusion from social activities
- coercion ranging from pressure for sexual favours to pressure to participate in political/religious groups
- intrusion by pestering, spying, following someone
- bullying

2.2.3 What should I do if I am subject to Harassment?

If you feel you are being harassed you are strongly encouraged to seek early advice/support from your line manager. If you feel your line manager is harassing you, then you should contact his / her immediate line manager.

You should also keep a written record detailing the incidents of harassment and any requests made to the harasser to stop. This written record should be made as soon as possible after the events giving rise to concern and should include dates, times, places and the circumstances of what happened.

The College has a Personal Harassment Policy for dealing with these issues which can be located on Firefly.

3. Pay, Benefits & Pensions

3.1. Salary Arrangements

For all staff the pay month is the calendar month. Basic salaries are paid on or before the 15th of the month in advance of the end of the month for Support Staff and 29th of the month in advance of the end of the month for Teaching Staff, by direct credit transfer to your designated bank account.

Your basic pay was outlined in your letter of appointment / statement of terms and conditions. Any subsequent amendments to your basic pay will be notified to you in writing by the College.

Part-time employees will be paid on a pro rata basis based on the hours they work. In all other aspects, their salaries will be paid in accordance with the pay arrangements for full-time employees of the College.

You will receive a payslip showing how the total amount of your pay has been calculated. It will also show the deductions that have been made and the reasons for them, e.g. Income Tax, National Insurance, etc. Any pay queries that you may have should be raised with the Finance Office.

3.2 Overpayments

If you are overpaid for any reason, the total amount of the overpayment will normally be deducted from your next payment but if this would cause hardship, arrangements may be made for the overpayment to be recovered over a longer period.

3.3 Income Tax and National Insurance

At the end of each tax year you will be given a form P60 showing the total pay you have received from us during that year and the amount of deductions for Income Tax and National Insurance. You may also be given a form P11D showing non-salary benefits. You should keep these documents in a safe place as you may need to produce them for tax purposes.

If there are any changes in your personal circumstances which will affect your tax status, you should notify the Inland Revenue, who will automatically inform the College of any changes to your tax code. Contact details are as follows:

Telephone: 0845 3000 629

Write to: Customer Operations (East Kilbride)
Queensway House
Stewartfield Way
East Kilbride
G79 1AA

Your Employer PAYE reference number is: 475/NA61251
Your HMRC Office is: Newcastle upon Tyne, NE98 1ZZ

3.4 Additional Work/Overtime

Pay mechanisms exist for additional work/overtime and are detailed in the Staff Pay Policy.

These guidelines are designed to support those mechanisms and are a response to managing additional work/overtime payments at a time of diminishing resources whilst ensuring staff are remunerated for such work. Additional work/overtime should be authorised before it is undertaken and if any doubt exists, clarification should be sought. Payment for all overtime is made one month in arrears.

It is unlikely that these guidelines will exhaustively cover all eventualities because of the diversity of the workforce and the varied nature of the service that staff teams provide and the different terms and conditions for teachers and support staff. They should be seen as a framework.

Gatekeeping Guidelines

Additional Work (Teaching Staff) Overtime (Support Staff)

Pay mechanisms exist for additional work/overtime and are detailed in the Staff Pay Policy – Section 5.11.1 (p18) & Section 3 (p31).

These guidelines are designed to support those mechanisms and are a response to managing additional work/overtime payments at a time of diminishing resources whilst ensuring staff are remunerated for such work. Additional work/overtime should be authorised before it is undertaken and if any doubt exists, clarification should be sought. It is unlikely that these guidelines will exhaustively cover all eventualities because of the diversity of the workforce and the varied nature of the service that staff teams provide and the different terms and conditions for teachers and support staff. They should be seen as a framework.

Additional Work/Overtime	Applies to	Nature of Additional Work Overtime	Payment	Supporting Guidance Notes
Trips and visits of an extra-curricular nature at weekends and after College.	All Staff	Voluntary	Unpaid	Since this is unpaid there is no requirement for authorisation but it would be good practice to discuss involvement with team leader.
Residential Trips & Visits where part-time teaching staff work on non-contracted days or where staff are involved in assessment activities on non-contracted days e.g. Speaking Tests	Teaching Staff	Required	Paid/Time in Lieu	Authorisation must be sought from relevant Team Leader and cost centre for payment identified. The payments for the additional non-contracted days will come from that team's capitation or external funding. Trips and assessment arrangements therefore must factor in this additional cost at the planning stage. Time in lieu to be agreed with Team Leader prior to the visit.
Residential Trips	All staff	Voluntary	Unpaid	As above
Residential Trips	Support Staff	Required	Paid/Time in Lieu	Authorisation must be obtained and cost centre for payment identified. Historically these trips have been Aimhigher related e.g. Oxbridge visits. Time in lieu to be agreed with Team Leader prior to the visit.
Attendance on trips or visits as part of the working day where a member of support staff is in a supervisory capacity and their working hours extend beyond what would be their contractual hours	Support Staff	Required	Paid/Time in Lieu	Authorisation required from Educational Visits Co-ordinator. Additional hours paid as per Staff Pay Policy. Additional hours must be costed into the trip planning and will be deducted from the relevant team's cost centre (capitation). Time in lieu to be agreed with Team Leader prior to the visit.

Additional Work/Overtime	Applies to	Nature of Additional Work Overtime	Payment	Supporting Guidance Notes
Emergency response e.g. boiler failure, ICT system failure, emergency communication with staff, parents and students(closures) etc.	Key Support Staff	Emergency Response	Paid	Team leaders to make a judgement as to priority of response and authorise accordingly. Whether staff attend or work remotely, payments will be made as per Staff Pay Policy.
Additional hours required to cover leave, sickness, training etc.	Support Staff	Voluntary	Paid/Time in Lieu	Authorised through Team Leader who is likely to have made the initial request for volunteers to undertake additional hours. This must be kept to a minimum.
Booster Sessions, Mentoring, After College revision	Teaching Staff	Voluntary	Unpaid	Part of a team's provision of enrichment and support to students.
Marking Exams – Core Subjects	Teachers of Core Subjects	Part of professional assessment responsibilities	Unpaid	Historically arising from 'optional tests' which are now at the discretion of core teams.
CPD – bespoke workshop sessions after College	All staff	Voluntary	Unpaid	Voluntary professional development
CPD – team focussed and organised around a specialist topic relevant to that team.	Specific Team	Required by Team Leader	Paid/Time in Lieu	Authorisation required from LT Link. Hours paid as per Staff Pay Policy and taken from relevant team's cost centre. Time in lieu to be agreed with Team Leader.
Extra-curricular enrichment activities	All staff	Voluntary	Unpaid	Since this is unpaid there is no requirement for authorisation but it would be good practice to discuss involvement with team leader.
Holiday Revision – e.g. Easter Revision classes	Teaching Staff and T/Time Support Staff	Voluntary	Paid/Time in Lieu	Authorisation required from LT link to ensure payments are attributed to correct cost centre and that sufficient funds/external funding is available to cover costs. Time in lieu to be agreed with Team Leader.
Summer Schools, Summer Festivals	Teaching & Support Staff	Voluntary	Paid/Time in Lieu	Authorisation required from LT link to ensure payments are attributed to correct cost centre and external funding is available to cover costs. Time in lieu to be agreed with Team Leader.
School to School Support (outside of directed hours)	Teaching & Support Staff	Voluntary	Paid/Time in Lieu	Authorisation required from LT link to ensure payments are attributed to correct cost centre and that external funding is available to cover costs. Time in lieu to be agreed with Team Leader.

3.5 Business Travel

You will be reimbursed for any expenditure necessarily incurred in order to do your job when working away from your normal place of work. Public Transport and accommodation costs will be reimbursed at actual cost – appropriate receipts must accompany all claims. Accommodation costs must be approved by the budget holder prior to booking. Mileage rates when travelling by your own private transport are 40 pence per mile. Claim forms are available from the Finance Office.

3.6 Sickness Pay Provision

3.6.1. Statutory Sick Pay (SSP)

Most employees have a right to statutory sick pay (SSP) as long as they earn more than the lower earnings level, and are not over state retirement age. SSP is not however payable for the first three qualifying days of absence. (A qualifying day is a day on which you are normally expected to work under your contract of employment).

There is a limit of 28 weeks' SSP in any one period of sickness or linked periods. (Periods of sickness are said to be linked if the second period starts within eight weeks of the end of the first period.) SSP is paid in the same way as ordinary pay and is liable to tax and National Insurance contributions.

3.6.2 Occupational Sick Pay

Occupational sick pay is entirely at the discretion of the College but will not be unreasonably withheld as long as you have complied with the notification requirements and have produced any necessary medical certificates, including self-certificates.

The amount of sick pay you receive will depend on the length of your service with Minsthorpe Academy Trust:

SUPPORT STAFF

Length of Service	No. of months on full pay	No. of months on half pay
During 1 st Year	1	2
During 2 nd Year	2	2
During 3 rd Year	4	4
During 4 th Year	5	5
During 5 th Year	5	5
After 5 years	6	6

TEACHING STAFF

Length of Service	No. of working days on full pay	No. of working days on half pay
During 1st Year	25	50
During 2nd Year	50	50
During 3rd Year	75	75
During 4th & Subsequent Years	100	100

For the purpose of the occupational sick pay scheme, 'service' includes all aggregated teaching service with one or more local authorities and "working days" means teaching and non-teaching days within "directed time".

Minsthorpe Academy Trust reserves the right to refuse to pay sick pay if it has reasonable cause to think that an employee is not genuinely sick, if it has cause to believe that an employee is abusing the sick pay scheme, if an employee has failed to comply with the notification requirements, or has not supplied the appropriate certification. If the sick pay scheme has been abused, disciplinary action may follow.

3.7 Sports & Fitness Membership

All full-time permanent employees are provided with free access to our state of the art on-site Sports & Fitness Centre. Please contact Ben Harrison (Centre Manager) for further details.

3.8 Pension Scheme

Teaching Staff

You should note that all new full or part time teachers joining Minsthorpe Academy Trust are automatically opted into the Teachers' Pension Scheme unless they have previously opted-out of the scheme (If this is the case please inform the Finance Office as a matter of urgency to avoid unnecessary deductions). If this is the first time you have contributed to the Teachers' Pension Scheme and you have previously paid into another scheme, and wish to consider transferring those contributions to the Teachers' Scheme, please contact the Finance Office who will be able advise you on this matter.

A copy of the booklet 'Members – Your Guide' which is a useful guide to the Teachers' Pension Scheme is available to download at:

<https://www.teacherspensions.co.uk/members/resources/member-guides.aspx>

Support Staff

Minsthorpe Academy Trust operates the Local Government Pension Scheme and you will automatically become a member and the appropriate contributions deducted from your pay, unless you have chosen to opt out in writing.

A contracted out certificate is in force for the Pension Scheme operated by Minsthorpe Academy Trust, which entitles it to replace the State Earnings Related Pension Scheme.

4. Leave Arrangements

4.1. Annual Leave (Full Time Support Staff Only)

Your annual holiday entitlement is shown in your individual Statement of Main Terms of Employment/contract of employment.

Annual leave will be co-ordinated by the Team Leader. Priority is business continuity - annual leave therefore needs to be co-ordinated by the Team Leader to ensure this is maintained.

Leave in term time is permitted within reason. It is not expected that colleagues will 'save' annual leave with the intention of taking extended periods during term time. Up to 50% of annual leave can be taken in a single block in term time. These can be added to College holidays to create extended leave periods.

Annual leave carried over but not used before June the 30th in the following leave period will be lost. In order to assist the Team Leader in planning and maintaining business continuity, leave of 5 days or more should be booked at least one month in advance.

Annual Leave should be taken between 1st April to March 31st. Any leave unused in that leave period must be taken before June the 30th of the following leave year.

Request for Annual Leave Forms must be completed. The Team Leader should sign to authorise this before making any firm holiday arrangements.

4.2 Maternity Leave

You are entitled to maternity leave and pay in accordance with the current statutory provisions and you may also be entitled to additional benefits in accordance with the College's Maternity Leave Scheme as detailed in the Leave of Absence Policy (located on Firefly). If you become pregnant you should notify your line manager and the Personnel & HR Director at an early stage so that your entitlements and obligations can be explained to you.

4.3 Paternity Leave and Pay

If you are entitled to take parental leave in respect of the current College provisions, you should discuss your needs with the Personnel & HR Director who will identify your entitlements and look at the proposed leave periods dependent upon your child's/children's particular circumstances and the operational aspects of the college.

4.4 Adoption Leave

You are entitled to adoption leave and pay in accordance with the current statutory provisions and you may also be entitled to additional benefits as detailed in the College Leave of Absence Policy (located on Firefly). For further information please contact the Personnel & HR Director.

4.5 Parental Leave

An employee who has or expects to have responsibility for a child is entitled to take Parental Leave to care for that child. This includes the child's registered father or anyone else who has or expects to have formal parental responsibility for the child. To be eligible to take Parental Leave, an employee must have been employed by the Company for at least one year.

Parental Leave consists of 18 weeks' unpaid leave. It can be taken at any time up to the child's 18th birthday. Up to four weeks' Parental Leave can be taken in respect of each child, each year, in blocks of one week or more. Employees cannot take the leave in blocks of less than one week, unless otherwise agreed by the college. If the child is disabled, parental leave can be taken in days rather than weeks. You must give your line manager at least 21 days' notice of your intention to take Parental Leave.

4.6 Shared Parental Leave

If you are entitled to take shared parental leave in respect of the current College provisions, you should discuss your needs with the Personnel & HR Director who will identify your entitlements and look at the proposed leave periods dependent upon your child's/children's particular circumstances and the operational aspects of the college.

5. Health and Safety

5.1 Introduction

Minsthorpe Academy Trust recognises and accepts its responsibility as an employer to maintain, so far as is reasonably practicable, the safety and health of its employees, and of other persons who may be affected by its activities.

It is your duty as an employee not to put at risk either yourself or others by your acts or omissions. You should also ensure that you are familiar with the College

health and safety arrangements. Should you feel concern over any health and safety aspects of your work, this should be brought to the attention of your line manager immediately.

5.2 Procedure in the event of an accident

An Accident/Incident Form is available from the General Office and it is the responsibility of each individual employee to report and record any accident involving personal injury. Any accident or near miss occurrence (i.e. no one was injured but the incident had the potential to injure or kill) at work should be reported immediately to your line manager.

All employees who are absent from work following an accident must complete a self-certification form, which clearly states the nature and cause of the injury. For any employee who suffers an injury at work which results in them being away from work, or unable to do their normal work, for three days or more (including weekends, rest days or holidays) it is important that your manager is informed as the Health and Safety Executive also need to be informed by the College.

5.3 Off-Site Learning

Minsthorpe Community College values off-site learning activities for all students. However, off-site learning puts great demands upon colleagues responsible for off-site learning opportunities and requires very careful organisation. Before planning any off-site activities please refer to the College's Off Site Learning Policy & Procedures document located on Firefly.

5.4 First Aid

The College believes that best practice is to ensure staff have access to a trained First Aider or Appointed Person (someone who can take charge in the event of an accident). Details of these trained staff will be displayed on your local notice board or from the General Office and you should familiarise yourself with names and contact details.

5.5 Procedure in the event of a fire

Fire procedure details are posted in every room, please make sure you check them each time you are working in a new room.

If you discover fire - Raise the alarm by breaking the glass.

Inform the General Office on extension **2001** (alternatively dial 1000, 1001, 1002, 1003, 1004, 1005, 1006, 1007, 1008, 1009) of the location of the fire immediately.

Ensure the orderly departure from the room of all people for whom you are responsible.

Make for the nearest safe exit from the building and follow the given route to the appropriate assembly point for your group, whenever possible walking via the perimeter of the site. Ensure that you:-

- a) **Close all windows and doors**
- b) **Do NOT lock your door**
- c) **Do NOT re-enter the building.**

AT THE ASSEMBLY POINT leave the persons you are responsible for and go straight to YOUR assembly point. i.e.

- If you are a P&A Mentor go to register your P&A Group or the group you registered at the beginning of that session.
- All others report to the Principal's Secretary along the top side of the Astro Turf.

WHAT YOU SHOULD KNOW

Know the nearest alarm point to your working area, all the Year Group Assembly Points and the route to them from YOUR working area.

ALL ASSEMBLY POINTS ARE ON THE ASTRO TURF.

Year 7 to 13

(7.1 line up on the astro turf closest to the field on the bottom side of the astro turf. Each subsequent P&A group should assemble working up towards the Science and Technology Block at the allocated Year Group Marker).

Students should face away from the College buildings.

Adult Education & Training & Conference Centre Clients

Line up on the astro turf, to the left of the main gate of the astro turf.

Sports & Fitness Centre Clients

Assemble on the lower car park by the Sports & Fitness Centre.

If an emergency prevents access to the astro turf, members of the Leadership will direct students to the alternative assembly point:

Year 7-10 is on the BUS PARK at the P&A Group markers, and Y11 & P16 is on the BASKETBALL COURTS. All other adults should assemble outside the T&CC.

Know the signal for fire is a **CONTINUOUS SIREN** or in the event of an electrical failure **WHISTLES**

Regard every occasion on which the alarm sounds as being an outbreak of fire.

Fire Sirens will be tested once each half term.

With the exception of Happy Days Children's Centre, EVERY building should be evacuated if the fire alarm rings.

6. Training and Development

Professional learning needs are identified through the Appraisal process which is completed annually. All staff are encouraged to determine their own development and training needs in the context of the College's requirements and national standards of competence and to seek accreditation where possible. All staff are responsible for up-dating their Professional Portfolios, hard copy or electronically, to ensure it reflects continuity and progression of professional skills acquired.

Appraisers\Team Leaders and the appropriate Leadership personnel are responsible for establishing appropriate development for staff and for supporting the appropriate training activities enabling the individual to:

- Perform effectively in their present role;
- Develop their capabilities to meet present and future requirements as determined by the College Strategic Plan;
- To develop and further their professional experience.

Appraisers and Appraisees are both mutually responsible for learning and reflective practice.

7. Leaving Minsthorpe Academy Trust

7.1 Notice Periods

Teaching Staff

Teachers who wish to leave their jobs should observe the following deadlines when giving their notice:

- to leave at 31 December, give notice by no later than 31 October;
- to leave at 30 April, give notice by no later than 28 February;
- to leave at 31 August, give notice by no later than 31 May.

Support Staff

The minimum period of notice you are required to give to terminate your employment is as follows:

<u>Spinal Column Point</u>	<u>Minimum Notice</u>
Salary equivalent of less than SCP 34	1 Month
Salary equivalent of SCP 34 and less than SCP 57	2 Months

7.2 Working Notice

In all cases the College reserves the right to enforce your full notice period. Your full remaining annual leave entitlement could be taken during your notice period in agreement with your line manager. Exceptionally, if this is not possible, your manager may agree to make a payment in lieu of this. If you leave any day other than the last working day of that month, that month will not count for annual leave purposes.

If you resign and are in possession of College property (including computer files), you should make your manager aware of these, and arrange how they will be handed back to the College. You remain bound by the confidentiality arrangements outlined in your contract of employment during this period.

In exceptional circumstances, if deemed appropriate and as an alternative to working your notice, the College reserves the right either to transfer you to other suitable duties during your notice period or to require you to accept payment in lieu of any entitlement to notice.

7.3 Leaver's Questionnaire

We are committed to improving employment practices and also wish to gain a better understanding as to why employees leave the College. For this reason, on leaving the College, you will be asked to complete a Leavers' Questionnaire.

The Leaver's Questionnaire is undertaken to help us identify any trends and, wherever possible, introduce changes to improve the overall experience of working within the College. Although it is optional you are encouraged to complete the questionnaire and express your views.

7.4 Other Conditions on Leaving

On leaving, the College will deduct from any money due to you such sums as you may owe to the College. These may include, but are not restricted to, any loans, relocation assistance and payment made for holidays taken in excess of entitlement.

If you leave without giving notice and without the College's agreement, you are in breach of your contract and you may forfeit some or all of any salary due to you.

Before leaving, you must hand over all articles belonging to Minsthorpe Academy Trust including your ID badge, gate fob and any documents, equipment and computer software used at home. Please use the Leavers Checklist located on Firefly.

After you have left the College, you must not:

- Solicit or seek to entice away any College staff
- Use or divulge to any person or organisation any confidential information relating to the business of Minsthorpe Academy Trust.

Should your employment be terminated following disciplinary action it is likely you will receive payment in lieu of notice. However, as there are numerous reasons as to why someone is dismissed, payment in lieu of notice will be reviewed on an individual basis taking into consideration the reasons behind the dismissal.

Should you be dismissed for reasons of gross misconduct, your employment will be terminated immediately without the benefit of notice or payment in lieu of notice.

7.5 Retirement

In line with current legislation Minsthorpe Academy Trust does not have an age where it expects employees to retire. It is however our policy to have regular workplace /appraisal discussions with all our staff where they can discuss performance and any development needs they may have, as well as their future aims and aspirations. Staff and their managers can also use this opportunity to discuss retirement planning should the employee wish to do so.

Please complete and return the signature sheet at the back of this document to Cath Green, Personnel and HR Director.

Minsthorpe Academy Trust

Name:	
Department/Team:	
Line Manager:	

I confirm I have received a copy of the Minsthorpe Academy Trust Staff Handbook and that I have read this and understood the contents.

I also confirm that I have sought clarification from my line manager on any issues outlined in the Handbook which I am not clear about.

Signed: _____

Date: _____

✂.....

This copy to be signed and returned to Cath Green, Personnel and HR Director

Minsthorpe Academy Trust

Name:	
Department/Team:	
Line Manager:	

I confirm I have received a copy of the Minsthorpe Academy Trust Staff Handbook and that I have read this and understood the contents.

I also confirm that I have sought clarification from my line manager on any issues outlined in the Handbook which I am not clear about.

Signed: _____

Date: _____