Family and Parental Leave Policy

Adopted by the Board of Directors: October 2026

School Mission Statement

"To create and sustain, with God's help, a learning, caring and serving community where all people are valued for who they are and who they may become in the light of Jesus Christ."

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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1. Aims

This policy aims to:

- Set out St Bede's approach to maternity, paternity, adoption and shared parental leave, and other family-related leave *(see appendix 1,2 and 3)*

This policy does not form part of any contract of employment or other contract to provide services.

2. Legislation and guidance

This policy meets the requirements of:

- Data Protection Act 2018
- Employee rights when on leave – GOV.UK
- Employment Rights Act 1996
- Employment: Statutory Code of Practice – the Equality and Human Rights Commission
- Equality Act 2010
- Induction for Early Career Teachers (England) – GOV.UK
- Protecting pregnant workers and new mothers – the Health and Safety Executive
- School Teachers' Pay and Conditions Document (STPCD)
- Conditions of Service for School Teachers in England and Wales (the Burgundy Book)
- The National Agreement on Pay and Conditions for Support Staff (the Green Book)

3. Scope

3.1 Eligibility

This policy applies to all full-time and part-time staff who are employed directly by the school
Self-employed workers, volunteers and agency workers are not covered by this policy.

4. Data protection

All discussions and sensitive medical and personal information about staff members will be treated confidentially by all parties concerned. This data will be collected, used and stored in line with the Data Protection Act 2018.

Please refer to our privacy notice for staff members for more detail on how data will be processed.

5. Roles and responsibilities

5.1 Headteacher

The headteacher is responsible for making sure that:

- This family and parental leave policy is applied consistently across our school and that it is in line with equality legislation
- Line managers and other staff are aware of this policy and their responsibilities

5.2 Line managers

Line managers have day-to-day responsibility for this policy. If staff have questions about this policy, they should refer to their line manager in the first instance.

Line managers are responsible for:

- Considering all valid requests for time off equally and fairly
- Supporting staff to understand this policy
- Supporting staff and managing family-related leave and matters confidentially and sensitively, and in line with the Data Protection Act 2018
- Taking family-related leave and responsibilities into account when monitoring staff's workload, and promoting positive working arrangements
- Maintaining effective communication with staff, including while staff are on leave
- Liaising with payroll promptly if a staff member's pay needs to be adjusted as a result of them taking maternity, paternity, adoption or shared parental leave, or other types of family-related leave
- Giving due regard to equality legislation and taking any protected characteristics into consideration

5.3 Board of Directors

The board of directors will approve this policy and delegate the responsibility for its implementation to the Headteacher.

5.4 Other staff

Staff are expected to:

- Take the time to understand the sections of the policy that apply to them, and seek further detail and/or clarification in the first instance from their line manager and from the Headteacher if necessary
- Follow the procedures set out in this policy
- Adhere to the stated timescales

6. Maternity leave (including for surrogates)

Any pregnant staff member employed by St Bede's are entitled to 52 weeks of maternity leave. This is made up of:

- 26 weeks of ordinary maternity leave first, followed by
- 26 weeks of additional maternity leave

You do not have to take a full 52 weeks, but you must take:

- A minimum of 2 weeks' leave following the birth of your baby
- All of your maternity leave in one go

6.1 Starting maternity leave

You can start your maternity leave from up to 11 weeks before your baby is due.
Maternity leave will also start:

- The day after you give birth if the baby is early (read more about premature birth in section (6.3)

- Automatically if you are off work for a pregnancy-related illness in the 4 weeks before the week (Sunday to Saturday) that your baby is due

6.2 Claiming maternity leave

You must notify headteacher in writing at least 15 weeks before the beginning of the week that your baby is due:

- That you are pregnant
- When your baby is due
- When you want to start your maternity leave. If you want to change the day you want to start your maternity leave, you must notify headteacher of the new day:
    - 28 days before your maternity leave was originally due to start
    - 28 days before the new date you want to start your leave (whichever of the 2 dates is earlier)

We will write to you within 28 days of your notice confirming your maternity leave start and end dates (for more information on notice periods for returning to work, see section 16.

6.3 Premature birth

If your baby is born prematurely*, the school will consider extending your maternity pay period. We will determine the extension and its length on a case-by-case basis, depending on your individual circumstances.

*A premature (also known as preterm) birth is when a baby is born before 37 weeks of pregnancy.

7. Maternity pay (including for surrogates)

You may be eligible for occupational maternity pay or statutory maternity pay, depending on how long you have worked at St Bede's.

7.1 Occupational maternity pay

7.1.2 Teachers

Teachers are eligible for occupational maternity pay if they have worked continuously for at least 1 year with our school by the 11th week before the week that their baby is due.

If you are not eligible for occupational maternity pay, you may still be eligible for statutory maternity pay or maternity allowance. Read more about these in section 7.2 below.

Teachers eligible for occupational maternity pay can be paid for up to 39 weeks as follows:

- At 100% of their salary for the first 4 weeks
- At 90% of their salary for weeks 5 and 6
- At 50% of their salary for weeks 7 to 18, plus the weekly rate of statutory maternity pay, unless this figure exceeds full pay in which case deductions will be made (see the government's latest weekly statutory maternity pay figure at https://www.gov.uk/maternity-pay-leave/pay)
- At the weekly rate of statutory maternity pay for the remaining 21 weeks (see the link above to find out how much this is)

Conditions for occupational maternity pay

The school expects teachers to return to work in their school for at least 13 weeks as a qualifying condition for receiving occupational maternity pay. If a teacher does not do this, the school may require them to refund some or all of the occupational maternity pay that they have received after the 6th week of maternity leave. They will not be required to refund any statutory maternity pay that forms part of their occupational maternity pay.

The 13 week period starts:

- From the date the teacher returns to work, or
- The date after maternity leave ends. This includes both term time and school holidays

Teachers who do not intend to return to work after maternity leave will not be entitled to occupational maternity pay. They may still be entitled to statutory maternity pay or maternity allowance if they meet the criteria (see section 7.2 below).

Returning to work part time:

- Teachers who were full time and choose to return to work on a part-time basis must return for a period that equates to 13 weeks of full-time service
- Teachers working part time may return to work on a different part-time basis, but must return for a period that equates to 13 weeks of part-time service, relating to their previous contract

If a teacher is unable to return to work at the end of their maternity leave due to sickness, our school sick pay scheme will apply.

For more information on returning to work after maternity leave, including notice periods, see section below.

7.1.3. Support staff

Support staff are eligible for occupational maternity pay if they have worked continuously for at least 1 year with our school by the 11th week before the week that the baby is due.

If you are not eligible for occupational maternity pay, you may still be eligible for statutory maternity pay or maternity allowance. Read more about these in section 7.2 below.

Support staff eligible for occupational maternity pay can be paid for up to 39 weeks, as follows:

- At 90% of their salary for the first 6 weeks
- At 50% of their salary for weeks 7 to 18, plus the weekly rate of statutory maternity pay, unless this figure exceeds full pay in which case deductions will be made (see the government's latest weekly statutory maternity pay figure at https://www.gov.uk/maternity-pay-leave/pay)
- At the weekly rate of statutory maternity pay for the remaining 21 weeks (see the link above to find out the exact figure)

Note: staff must inform the school in writing that they intend to return to work after their maternity leave in order to claim occupational maternity pay for weeks 7 to 18.

Conditions for occupational maternity pay

The school expects support staff to return to work in their school for at least 3 months as a qualifying condition for occupational maternity pay. If a staff member does not do this, the school may require the staff member to refund some or all of the occupational maternity pay that they have received. They will not be required to refund any statutory maternity pay that forms part of their occupational maternity pay.

Where a staff member requests flexible working arrangements on their return to work, the school will consider these on a case-by-case basis. The return-to-work period must equate to at least 3 months of full-time work.

If a staff member is unable to return to work at the end of their maternity leave due to sickness, the school's sick pay scheme will apply.

For more information on returning to work after maternity leave, including notice periods, see below.

7.2 Statutory maternity pay and maternity allowance (all staff)

You are eligible for statutory maternity pay if you:

- Have been on the school's payroll continuously for at least 26 weeks continuing into the 15th week before the week that your baby is due
- Earn more than the minimum threshold set out on the government's website – see the latest figure at https://www.gov.uk/maternity-pay-leave/eligibility
- Notify the school at least 28 days before the date you want your maternity pay to start
- Give proof of your pregnancy within 21 days before you intend to start your maternity pay. Please submit your doctor's letter or a maternity certificate (known as a MATB1 form) to the school

Statutory maternity pay is paid for up to 39 weeks.

The weekly amounts are:

- 90% of your average weekly earnings for the first 6 weeks
- At a weekly rate of statutory maternity pay for the next 33 weeks (see the latest weekly figure at https://www.gov.uk/maternity-pay-leave/pay)

If you are not eligible for statutory maternity pay, you may still be eligible for maternity allowance – read more about the allowance, including eligibility criteria and how much you can get, at https://www.gov.uk/maternity-allowance.

8. Paternity leave and pay

8.1 Statutory paternity leave (including for surrogacy)

You are entitled to take 1 week or 2 consecutive weeks* of statutory paternity leave if you have worked for the school – see section 8.4 below for more information on paternity leave for adoption.

*A week is the amount of time that you normally work in a week (so a week is 2 days if you normally work on Mondays and Tuesdays only).

To be eligible, you must be responsible for the child's upbringing and be the:

- Child's father
- Partner of the person having a baby (including same-sex partner)
- Child's adopter
- Intended parent (if you are having a baby through surrogacy)

Paternity leave:

- Cannot start before the baby is born
- Must end within 56 days of the birth (or due date if the baby is early)

8.2 Statutory paternity pay (including for surrogacy)

You can find the latest statutory weekly rate of paternity pay on the government's website – https://www.gov.uk/paternity-pay-leave/pay.

To be eligible for statutory paternity pay, you must:

- Have been continuously employed by the school for at least 26 weeks up to any day in the 15th week before the baby is due
- Be employed by the school up until the date the baby is born
- Earn more than the minimum threshold set out on the government's website (see the latest figure at https://www.gov.uk/paternity-pay-leave/eligibility)

Staff will usually be paid their statutory paternity pay during the week/s they are taking paternity leave.

8.3 How to claim statutory paternity leave and pay

You must tell the school at least 15 weeks before the baby is due:

- The due date
- When you want your leave to start (for example, the day of the birth or the week after the birth). If you want to change your start date, you must give us 28 days' notice
- Whether you want to take 1 or 2 weeks' leave

8.4 Paternity leave and pay for adoption

To be eligible for paternity leave when adopting, you must:

- Have worked for the school for at least 26 weeks by:
  - The end of the week you have been matched with a child for adoption in the UK, or
  - The date the child enters the UK for overseas adoption
- Be the adopter, or partner of the adopter (this includes same-sex partners)
- Not also be taking adoption leave and pay (see section 9 below)

You:

- Cannot start your leave before the child is born
- Must end your leave within 56 days of the child's placement for adoption, or the child's arrival in the UK (for overseas adoptions)

You are also entitled to time off to attend 2 adoption appointments after you have been matched with your child.

To claim paternity leave for adoption, you must tell the school that you have been matched with a child within 7 days of this happening. You should also tell us:

- The date you were matched with your child
- The placement start date
- Whether you want to take 1 or 2 weeks' leave
- When you want the leave to start (if you want to change your start date, you must give us 28 days' notice)

To claim paternity pay for adoption, you need to tell us 28 days before you want the pay to start.

9. Adoption leave and pay (including for surrogacy)

All staff employed by our school] who are adopting a child are entitled to 52 weeks of statutory adoption leave, made up of:

- 26 weeks of ordinary adoption leave, followed by
- 26 weeks of additional adoption leave

You will also get paid time off to attend 5 adoption appointments after you have been matched with a child.

Only 1 person in a couple can take adoption leave – the other partner could get paternity leave instead (read more in section 8.4 above)

9.1 Exceptions

You do not qualify for statutory adoption leave or pay if you:

- Arrange a private adoption
- Become a special guardian or kinship carer
- Adopt a stepchild or a family member

9.2 Starting leave

You can start adoption leave:

- Up to 14 days before the date the child starts living with you (UK adoptions)
- When the child arrives in the UK or within 28 days of this date (overseas adoptions)
- The day the child is born or the day after (if you have used a surrogate to have a child)

9.3 Notice periods for leave

Within 7 days of being matched with a child you must tell the school

- How much leave you want to take
- When you want to start leave
- The date the child is placed with you
- You will confirm your leave start and end dates within 28 days of receiving your notice.

9.4 Adoption pay

You can receive statutory adoption pay for up to 39 weeks. The weekly amounts are:

- 90% of your average weekly earnings for the first 6 weeks
- At a weekly rate of statutory adoption pay for the next 33 weeks (see the latest weekly figure at https://www.gov.uk/adoption-pay-leave/pay)

You are eligible for statutory adoption pay if you:

- Have been on the school's payroll continuously for at least 26 weeks by the week you are matched with the child. For overseas adoptions it is 26 weeks by the time you start receiving adoption pay
- Earn more than the minimum threshold set out on the government's website – see the latest figure at https://www.gov.uk/adoption-pay-leave/eligibility
- Notify us at least 28 days before the date you want your adoption pay to start
- Submit proof of the adoption to your headteacher (read about the proof you need at https://www.gov.uk/adoption-pay-leave/how-to-claim)

9.5 Notice periods for pay

You must give the school 28 days' notice:

- That you want to stop work and adopt a child
- When you want your statutory adoption pay to start

The school will confirm within 28 days of this notice how much statutory adoption pay you will receive and when it will start and stop.

Overseas adoptions: you must tell us the date of your 'official notification' and when you expect the child to arrive in the UK within 28 days of getting the notification.

10. Shared Parental leave

Purpose

Shared Parental Leave provides eligible parents with greater flexibility in caring for their child during the first year following birth or adoption.

The School supports staff who wish to explore Shared Parental Leave arrangements and encourages early discussion where possible.

10.1 Eligibility

Staff may qualify if:

- They share responsibility for a child.
- Maternity or adoption leave has been reduced or ended.
- Statutory eligibility requirements are met.

10.2 Entitlement

Eligible parents may share:

- Up to 50 weeks leave.
- Up to 37 weeks pay.

10.3 Taking Leave

Shared Parental Leave may be taken:

- In one continuous block.
- In multiple blocks.
- By both parents together.
- By each parent separately.

The School encourages staff to discuss proposed arrangements early to assist planning and support.
Notice Requirements

Staff will normally be required to submit:

- Notice of entitlement.
- Declaration of eligibility.
- Leave booking requests.
- Required statutory notices.

A minimum of 8 weeks' notice is normally required.

10.4 Shared Parental Pay
Eligible staff may receive:

- Statutory Shared Parental Pay (ShPP).
- Any enhanced entitlement applicable under School arrangements.

10.5 Shared Parental Leave in Touch (SPLIT) Days
Staff may work up to 20 SPLIT days without ending Shared Parental Leave.

Examples include:

- INSET days.
- Safeguarding updates.
- Department meetings.
- Curriculum planning.
- Training events.
- School improvement activities.

Participation is voluntary and requires agreement by both parties.

11. Antenatal care

All pregnant staff are entitled to take reasonable time off work, with full pay, to attend medical antenatal appointments.

To be entitled to this, the school will ask you to produce a certificate from your doctor, nurse or midwife that states that you are pregnant. Except for the first appointment, you should also produce evidence of the appointment, such as an appointment card.

11.1 Partners of pregnant staff and intended parents (in a surrogacy or adoption arrangement)
You are entitled to paid time off to accompany the pregnant person for two antenatal appointments. You can take up to 4 hours per appointment.
The school may request to see evidence of these appointments.

12. Health and safety risk assessments during and after pregnancy

After a staff member has notified their line manager that they are pregnant, the school will review its workplace risk assessment in line the staff member's role to make necessary adjustments.

When a staff member returns to work from maternity leave, the school will conduct an individual risk assessment that covers the staff member's specific needs if the staff member is:

- Returning to work fewer than 6 months after giving birth
- Breastfeeding (read more about support for staff who are breastfeeding in section 17 below)

13. Loss of a pregnancy

The loss of a pregnancy can be extremely painful, both physically and mentally. Our school is committed to supporting all staff members who suffer the loss of a pregnancy, whatever the nature of their loss or their length of employment.

13.1 Miscarriage
This is where a loss of pregnancy happens before the 24th week.

Staff who have had a miscarriage are entitled to a 2 week period of paid leave, which may be extended depending on individual circumstances. Please speak to your headteacher to enable us to support you as best as we can through this difficult time.

The school will consider staff absence due to miscarriage as pregnancy-related illness. We will not count this absence when reviewing staff's attendance records.

13.2 Still birth

This is where a baby is stillborn or dies after the 24th week of pregnancy.

Staff who have had a still birth are entitled to up to 52 weeks of leave, in line with statutory maternity leave and pay.

Staff whose partners have had a still birth, or whose babies are born alive at any point during the pregnancy are entitled to 1 or 2 weeks of leave and pay.

You may also be eligible for statutory parental bereavement pay – read the government's guidance on statutory parental bereavement and pay to find out more.

14. Keeping in touch during leave

Staff and their line manager will discuss how often they will communicate while the staff member is on leave, and what form the communication will take. If you have any questions or concerns, or to discuss any leave extensions, please speak to your line manager.

14.1. Keeping in touch (KIT) days during maternity or adoption leave

Staff can work up to 10 days during their maternity or adoption leave. These are known as KIT days and are:

- Paid by completing the appropriate claim form in the next available payroll run
- Entirely voluntary – you need to agree to them with your line manager

15. Employment terms and conditions while on leave

Your employment terms and conditions are protected when you are on leave. You are entitled to any pay rises and improvements in terms and conditions during this time.

Maternity, paternity, adoption and shared parental leave are regarded as continuous employment for the purpose of calculating entitlement to statutory employment rights (such as redundancy, unfair dismissal rights and notice requirements).

15.1 Pensions

You will continue to be entitled to pension contributions during periods of leave that are paid. Pension contributions will stop during any unpaid periods of leave.

15.2 Annual leave entitlements

Your annual leave entitlement will continue to accrue during periods of leave. You can take any holiday that you have accrued before or after your maternity, paternity, adoption or shared parental leave.

16. Returning to work after maternity, paternity, adoption or shared parental leave

16.1 Your right to your job (all staff)

Where you have been on leave for:

- **26 weeks** you are guaranteed the same job in which you were employed under your original contract, and on terms and conditions that are at least as favourable
- **More than 26 weeks** you are guaranteed the same job in which you were employed under your original contract, unless the school has a good reason to offer you another job. If your job no longer exists or there have been changes to the organisation, the school will offer you a suitable alternative job which has the same or better terms or conditions

16.2 Returning to work earlier or later

If staff wish to change the date that they return to work from leave, they should discuss this with the headteacher as soon as possible. The staff member must notify the school in writing at least:

- 21 days before the day on which they propose to return, if this is earlier than the original date. Where they give less than 21 days' notice, we may postpone their return, but not beyond the end of the original maternity leave period

Please note that:

- If a staff member is unable to return to work due to sickness at the end of their leave period, our sickness and absence policy will apply.

17. Breastfeeding

If you intend to continue breastfeeding after returning to work from maternity leave, please speak to your line manager as soon as possible so that we can support you the best we can.

The school will provide a suitable area where staff who are breastfeeding can express and store milk.

18. Unpaid parental leave

Note: this section refers to the rights that staff have to unpaid parental leave **after** they have finished maternity, paternity or shared parental leave; it should not be confused with maternity, paternity or shared parental leave itself.

18.1 What staff are entitled to

Staff can take up to 18 weeks of unpaid leave for each child and adopted child up to their 18th birthday.
The limit on how much unpaid parental leave each parent can take in a year is 10 days per year for each child.
The purpose of the leave must be to look after your child's welfare, for example to

- Settle your child into new childcare arrangements
- Spend more time with family, such as visiting grandparents
- Look at new schools

You must take parental leave as whole weeks, rather than individual days. Note: a week is the amount of time that you normally work in a week (so a week is 2 days if you normally work on Mondays and Tuesdays only).

18.2 Eligibility

You are eligible for unpaid parental leave if the child is under 18 and you:

- Have been working at our school continuously for more than 1 year
- Are named on the child's birth or adoption certificate, or you have or are expected to have parental responsibility
- Are not a foster parent (unless you have secured parental responsibility through the courts)

18.3 Giving notice

You must give the school at least 21 days' notice in writing before the day you intend to start your leave.
You must confirm the start and end dates in your notice.

18.4 Taking unpaid parental leave immediately after maternity, paternity, adoption or shared parental leave

Speak with your line manager if you wish to take unpaid parental leave immediately following:

- Maternity leave.
  You will not be required to refund occupational maternity pay unless you do not return to work in your school at least 13 weeks after you finish your unpaid parental leave
- Adoption leave.
  You will not be required to refund occupational adoption pay unless you do not return to work in your school for at least 13 weeks after you finish your unpaid parental leave
- Paternity leave

18.5 Postponing leave

The school will grant staff's requests for unpaid parental leave whenever possible, and will ask staff to postpone their requested leave only for significant reasons (e.g. if it would cause serious disruption to the running of the school We will **not** ask staff to postpone leave if:

- It is being taken by the father or partner immediately after the birth or adoption of a child
- It means a staff member would no longer qualify for parental leave, e.g. postponing it until after the child's 18th birthday

If the school or trust postpones the leave, we will:

- Within 7 days of the original request, write to the staff member explaining why their leave has been postponed
- Suggest a new start date within 6 months of the requested start date
- Not change the amount of leave being requested

18.6 Staff rights during leave

Your employment rights, such as the right to pay and annual holiday, are protected during unpaid parental leave.

Where you are on unpaid parental leave for:

- **4 weeks or less**: you are guaranteed the same job in which you were employed under your original contract, and on terms and conditions that are at least as favourable
- **More than 4 weeks**: you are guaranteed the same job in which you were employed under your original contract, unless the school has a good reason to offer another job. If the job no longer exists or there have been changes to the organisation, the school will offer you a suitable alternative job which has the same or better terms or conditions

19. Time off for dependants

Staff have the right to take a reasonable amount of unpaid time off to help a dependant in an unexpected event. If you need time off, notify your line manager as soon as possible so that the best next steps can be arranged.

A dependant may include your:

- Spouse, partner or civil partner
- Child
- Parent

A dependant may also be someone who:

- Lives in your household (excluding tenants or lodgers)
- Would rely on you for help in the event of an accident, illness or injury, such as an elderly neighbour
- Relies on you to make care arrangements

An unexpected event may include:

- Where a dependant falls ill, is injured or assaulted (this could be as a result of a deterioration of an existing condition) or has to go to hospital because they go into labour unexpectedly
- Dealing with an unexpected disruption or breakdown of care arrangements for a dependant – e.g. if a childminder or nurse fails to turn up as arranged, or the nursery or nursing home has to close unexpectedly
- Dealing with an unexpected incident involving your child during school hours
- Dealing with the death of a dependant. Read more about taking compassionate leave in the school's bereavement policy You may also be able to receive statutory parental bereavement and pay. – for more information on this, read our

The school will also consider giving time off for events which may be foreseen, but which are of a serious nature that make your presence necessary. This may include time off to settle an elderly relative into a care home or to attend a hospital appointment or planned operation with your child or partner.

20. Early career teachers (ECTs): extending the induction period to reflect leave periods

Early-career teachers (ECTs) who are serving their induction period or an extension to their induction period can decide to extend this period to reflect the number of days they have been absent due to:

- Maternity leave
- Paternity leave
- Adoption leave
- Shared parental leave
- Parental bereavement leave

The ECT should seek advice before deciding, by discussing with their line manager.
The school will not make any outstanding assessments until the ECT returns to work and has had the opportunity to decide whether to extend (or further extend) their induction period. The school will grant such a request.

If the ECT chooses not to extend (or further extend) the induction period, the school will assess their performance against the Teachers' Standards.

21. Flexible working

All staff can request flexible working, not just parents and carers. However, becoming a parent or carer and looking after children might make you think again about your flexible working options.

22. Monitoring arrangements

This policy will be reviewed annually, at every review, this policy will be approved by the Board of Directors.

Based on and adapted from a model policy from The Key and EPM – October 2026

Appendix 1
Teacher and Teaching Assistant Absence Requests

Guidance to be read alongside the following school policies:
a) Flexible Working Policy
b) Discretionary Leave of Absence Policy
c) Management of Sickness Absence Policy
d) Equality and Diversity Policy

Context
St Bede's Inter-Church School recognises the benefits of balancing home and work life and is keen to support staff wellbeing and care for dependents. Teaching in schools follows a fixed timetable and any requests for changes to contractual hours need to be considered alongside the impact on students' learning and safe levels of students' supervision. It may not be feasible to provide additional staffing to cover for the absence of a teacher or teaching assistant, and within a restricted school budget any additional staffing costs must be considered.

Contractual hours for teaching staff to work on site (including non-contact time)
The core hours for student supervision at St Bede's Inter-Church are from 8.45am until 3.30pm Monday to Friday. All full-time teachers and teaching assistants are contracted to be on-site and available to teach or supervise students between these times. Any changes to contracted core hours must be requested in advance with written consent provided before any change can be implemented. Discretionary absence is easier to agree during non-contact periods but staff must seek permission from the Head teacher to leave the school site so that minimum staffing levels can be maintained.

Deadline to request changes to the contractual working hours for teaching staff
The school timetable follows the academic year and it is important for staff to submit any request for a change to their core hours in advance of the creation of the new timetable and no later than 31st May for a request to change for the following academic year.

Pro-rata salary changes
If a request to change core hours is agreed, the salary of the staff member will be adjusted accordingly. Staff should be aware of the potential financial impact of a change in salary to their pension.

Requests for a temporary adjustment to contracted working hours
Any requests for short-term adjustments (one week or less) will be managed under the Discretionary Leave of Absence Policy.

Further information
Staff are invited to meet with the Headteacher at the earliest stage to discuss a potential request to change their contractual working hours. This will allow time for any implications to be considered ahead of the submission of a formal request. The eligibility criteria for the statutory right to request flexible working is contained within the school's Flexible Working Policy. The Form to Request Flexible Working can be found in Appendix B of the school's Flexible Working Policy.

Alistair Day - September 2026

Appendix 2

Support Staff Primary Adopter Adoption Entitlements (if mirroring Green Book)

What service do I have?	What options are available to me?	How much Adoption leave am I entitled to?	What Adoption pay am I entitled to?
Less than 26 weeks service, irrespective of hours worked, ending with the week in which the adoption agency notified you that you had been matched with the child (Qualifying Week) and are still employed by us during that week	A I would like to return to work	Up to 52 week's absence in total including no more than 14 days before the Expected Placement Date,	Form SAP1 should be provided from your payroll provider. If you qualify for adoption leave but not SAP (Statutory Adoption Pay), contact your adoption agency to find out if you can get any other help. You may be able to get a social security benefit while you are on leave. For more information go to Department for Work and Pensions.
	B I would like to resign	Not applicable	As above
26 weeks or more, ending with the week in which the adoption agency notified you that you had been matched with the child (Qualifying Week) and are still employed by us during that week **and less than 1 year's service** as at Qualifying week	C I would like to return to work	Up to 52 weeks absence in total including no more than 14 days before the Expected Placement Date	Depending on salary and average earnings: 6 weeks higher rate SAP at 90% of average earnings followed by 33 weeks lower rate SAP and the remainder unpaid
	D I would like to keep my options open as I may choose to resign or to return to work	Up to 52 weeks absence in total including no more than 14 days before the Expected Placement Date	Depending on salary and average earnings: 6 weeks higher rate SAP at 90% of average earnings followed by 33 weeks lower rate SAP and the remainder unpaid
	E I would like to resign	Not applicable	Depending on salary and average earnings: 6 weeks higher rate SAP at 90% of average earnings followed by 33 weeks lower rate SAP
At least 1 year's continuous service, ending with the week in which the adoption agency notified you that you had been matched with the child (Qualifying Week) and are still employed by us during that week	F I would like to return to work	Up to 52 weeks absence in total including no more than 14 days before the Expected Placement Date	6 weeks at 90% of contractual full pay followed by 12 weeks half pay. You must return to work for a minimum of 13 weeks otherwise the 12 weeks half pay must be repaid. Plus, depending on salary and average earnings: 33 weeks lower rate SAP to be paid alongside the 12 weeks at half pay
	G I would like to keep my options open as I may choose to resign or to return to work	Up to 52 weeks absence in total including no more than 14 days before the Expected Placement Date	Depending on salary and average earnings: 6 weeks at 90% of full pay followed by 33 weeks lower rate SAP and the remainder unpaid 12 weeks at half pay will only be paid if you return to work for a minimum of 13 weeks

	H I would like to resign	Not applicable	Depending on salary and average earnings: 6 weeks at 90% of full pay followed by 33 weeks lower rate SAP

Service for SAP is continuous service with the current employer only and is only payable if employed during qualifying week, i.e. the week in which the adoption agency notified you that you had been matched with the child

Appendix 3

Teacher Staff Primary Adopter Adoption Entitlements (if mirroring Burgundy Book)

What service do I have?	What options are available to me?	How much adoption leave am I entitled to?	What adoption pay am I entitled to?
Less than 26 weeks service, irrespective of hours worked, ending with the week in which the adoption agency notified you that you had been matched with the child (Qualifying Week) and are still employed by us during that week	A I would like to return to work	Up to 52 week's absence in total including no more than 14 days before the Expected Placement Date,	Form SAP1 should be provided from your payroll provider. If you qualify for adoption leave but not SAP (Statutory Adoption Pay), contact your adoption agency to find out if you can get any other help. You may be able to get a social security benefit while you are on leave. For more information go to Department for Work and Pensions SAP.
	B I would like to resign	Not applicable	As above
26 weeks or more, ending with the week in which the adoption agency notified you that you had been matched with the child (Qualifying Week) and are still employed by us during that week **and less than 1 year's service** as at Qualifying week	C I would like to return to work	Up to 52 weeks absence in total including no more than 14 days before the Expected Placement Date	Depending on salary and average earnings: 6 weeks higher rate SAP at 90% of average earnings followed by 33 weeks lower rate SAP and the remainder unpaid
	D I would like to keep my options open as I may choose to resign or to return to work	Up to 52 weeks absence in total including no more than 14 days before the Expected Placement Date	Depending on salary and average earnings: 6 weeks higher rate SAP at 90% of average earnings followed by 33 weeks lower rate SAP and the remainder unpaid
	E I would like to resign	Not applicable	Depending on salary and average earnings: 6 weeks higher rate SAP at 90% of average earnings followed by 33 weeks lower rate SAP

At least 1 year's continuous service, ending with the week in which the adoption agency notified you that you had been matched with the child (Qualifying Week) and are still employed by us during that week	**F** I would like to return to work	Up to 52 weeks absence in total including no more than 14 days before the Expected Placement Date	4 weeks at full pay and 2 weeks at 90% of full pay followed by 12 weeks half pay. You must return to work for a minimum of 13 weeks otherwise the 12 weeks half pay must be repaid. Plus, depending on salary and average earnings: 33 weeks lower rate SAP to be paid alongside the 12 weeks at half pay
	G I would like to keep my options open as I may choose to resign or to return to work	Up to 52 weeks absence in total including no more than 14 days before the Expected Placement Date	4 weeks at full pay and 2 weeks at 90% Plus depending on salary and average earnings: 33 weeks lower rate SAP and the remainder unpaid The 12 weeks at half pay will only be paid if you return to work for a minimum of 13 weeks
	H I would like to resign	Not applicable	4 weeks at full pay and 2 weeks at 90% Plus depending on salary and average earnings: 33 weeks lower rate SAP

Service for SAP is continuous service with the current employer only and is only payable if employed during qualifying week, i.e. the week in which the adoption agency notified you that you had been matched with the child.