

General and Bursarial Issues

The School Shop

The School Shop is run by BB Branding and open each week during term at the following times:

Monday	8.30am – 11.00am	(September-October)
Wednesday	8.30am – 11.00am	
Friday	3.00pm – 5.00pm	

It is available for the sale of uniform and sportswear (new and nearly new), some sports equipment and stationery, including lined paper and dictionaries. Payment may be made by cash, cheque and debit or credit card. Items may also be purchased online at www.schoolwear-centre.co.uk, using the School name 'Trinity' and password 'Notredame'.

It is also open during school holidays, but it is worth checking opening hours with the shop on 01626 244267 before visiting.

The Tuck Shop is open (subject to staffing) at break and lunch times during term time for cash sales only.

Tuck must be eaten outside the school buildings and all litter placed in one of the bins provided.

Lost Property and Valuables

Items of clothing handed in as 'lost property' are given to the school shop where they are put on display for students to reclaim. Eventually, unclaimed items will be sold on behalf of the school as second hand clothing. Small items of lost property such as watches, spectacles, calculators etc. can be reclaimed from the school shop. Eventually, unclaimed items will be "recycled".

Students are not allowed to bring personal stereos and similar valuables into school. They can go 'missing' far too easily. Students are advised not to bring large amounts of money into the school. The Bursar's Office will look after money and valuables when it is necessary to have them in school. The use of laptop computers in lessons is not routinely allowed except where recommended by Learning Success in order to allow students greater access to the lessons. Students are not allowed to play computer games on their laptops. The School is not liable for the loss of mobile phones and other valuables.

Payment of Salaries

Salaries are paid a month in arrears direct into your bank or building society account on the last working day of the month. You will be given the appropriate forms on joining the School to allow this to happen. Please remember to notify the Bursar of any changes to names, addresses or timetable changes that affect pay.

School Meals

Full time teaching and administration staff are entitled to a free lunch in the Refectory each day during term time and on staff training days only. Part time staff are entitled to a free lunch on days when they work over the lunchtime period. Breakfast is only available free of charge for duty boarding staff. Those staff wishing to take breakfast should arrange this with the Bursar.

Mini Buses

Trinity has four mini-buses. All buses seat 16 passengers and the driver and run on diesel. Drivers must complete an insurance declaration before reserving a minibus in the 'MINIBUS BOOK'. Insurance forms, book and keys are

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all in the bursary. Please check the bus before your journey for damage and litter and report any problems to Rose Tripp immediately. At the end of the journey, please complete the log book, check the bus again and ensure it is cleared of litter. Bin liners are provided. Any damage must be reported immediately to Rose Tripp. Please fill up the minibus with fuel or if this is not possible ensure that there is sufficient fuel in the minibus for the next person to be able to get to the garage to fill up.

Ordering Goods and Supplies

All ordering of goods and supplies must be done by completing a Trinity Requisition Ordering Form (obtainable from the Bursar's office) and must be logged and checked by the Bursar's Assistant before being approved by both the Head and Bursar, prior to purchase.

Defects

A book for reporting defects and breakages etc. is kept in the staff room which is reviewed each Monday and added to the Maintenance work list. Alternatively, defects can be reported by e-mail to either 'Maintenance' or the bursar or on the network under Maintenance Department under Resources. URGENT defects should be reported directly to the Bursar's office.

Keys

The Bursar's office keep all master keys. Keys may be borrowed (for periods of less than one day) by signing them out with the Bursar's assistant. Please return these as it is very annoying for other staff to find that keys are unavailable. Should you require a copy of a key for a longer period, this should be requested from the Bursar.

Catering Requirements

All Catering "extras" must have the prior approval of the Catering department and catering requests made via the intranet with at least 48 hours notice. Please get a quote from catering before ordering items.

Parking

The car park in front of Trinity is for visitors, the Head and certain nominated staff. Staff should park at the bottom of Farm Lane in the car parking spaces provided.

Employment Policies and Procedures

Principles

Our employment policies are designed to produce a framework within which all staff are treated in a fair and consistent manner. They have been developed to ensure that staff are aware of what is expected of them and what the school, for its part, offers in return. The objectives are therefore to match the school's needs with staff satisfaction so far as is possible, but also to motivate employees towards the achievement of the school's primary purpose. To achieve this, a number of principles have been adopted in preparing our employment policies and these are as follows:

- To promote the utilisation of knowledge, skill and experience of all employees to ensure the efficient and timely operation of all the school's support services.
- To reflect a sensitivity to the attitudes and views of all employees.
- To offer opportunities for personal development and advancement, where this is possible, to all employees with the necessary ability, ambition and integrity, in order to meet the needs of the school.

- To provide pay and benefits that are fair and competitive for the job they hold.
- To support the good faith with which all employees and their representatives are dealt.
- To promote high standards of occupational health and safety.

Equal Opportunities and Discrimination

Trinity School is an equal opportunities employer.

In order to promote an environment within which the school can call upon the widest possible range of knowledge, skill and experience, as well as ensuring compliance with the relevant legislation and codes of practice, we are committed to achieving and maintaining a workforce which represents the population within our recruitment area in terms of race or colour, nationality or national or ethnic origins, sex or marital status, maternity or paternity, sexuality and disability.

To this end, we shall regularly review the operation of our recruitment, promotion, training and development policies to ensure that no applicant for employment or member of staff is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

If, at any time, employees feel that they have been treated less favourably than others in relation to equal opportunities without reasonable justification, they should raise the matter with their immediate manager and utilise the grievance procedure. In the event that any employee has been the subject of discrimination by another employee in terms of physical or verbal abuse, or harassment, he or she should inform his or her manager immediately. The perpetrator of any proven instance of discrimination will be subject to disciplinary action and may be dismissed.

Recruitment and Selection

The staffing process is governed by the School's principles of non-discrimination and is designed to achieve the best match between, on the one hand, the individual's knowledge and skills, experience and character and, on the other hand, the requirements of the vacant post, recognising the need for flexibility to respond to changing conditions.

- The capability of the individual to perform in the position will be the major selection criterion but the ability both to work with others and to be trained, coupled with individual potential will be taken into account.
- During the selection process applicants may be asked to teach a lesson or give a presentation which will be observed by an experienced teacher.
- All applicants will be dealt with courteously and as expeditiously as possible.
- Carefully selected and validated skills may be used as part of the selection process.
- Appointments will be confirmed on receipt of satisfactory references and a satisfactory Enhanced Disclosure being obtained from the Criminal Records Bureau and/or medical report and/or satisfactory completion of a probationary period.
- Those appointed must be supportive of the Christian Ethos of the School.

Training and Development

Structured training and development at all levels within the school is essential to the efficient and effective operation of the school's support services and the development of the individual.

Trinity School aims to ensure that all employees have the knowledge, skills and experience to meet satisfactorily the required standards of job performance. In order to meet its requirements, the school will provide opportunities for personal development and advancement to those employees with the requisite ability, aspirations and characteristics. The objectives of the Training and Development Policy are as follows:

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- To provide an effective induction programme for each individual ensuring an understanding of the School, Faculty and subject, and the individual's duties and responsibilities and this will include training/instruction on health and safety and any legal requirements, such as may arise through the charitable status of the school, associated with his or her job.
- To provide introductory and 'on the job' training to enable new employees to reach the required performance standard.
- To identify the current and future training needs of the individuals and match these to cost effective training programmes.
- To provide training to ensure improvements in skills, knowledge and attitude.
- To encourage and support employees to undertake further studies in the areas which are of benefit to themselves and their role in the school.

The performance review process involves Faculty Directors of Learning and Subject Leaders in reviewing the attributes of their staff with a view to matching them with the school's requirements. The development of individuals is a two way process; Faculty Directors of Learning and Subject Leaders will discuss the performance of the individual and provide information on available opportunities, whilst employees will have the responsibility of informing their Faculty Directors of Learning and Subject Leaders of their aspirations and co-operating with actions designed to maintain and improve their abilities. This process supplements the informal observation and contact between the Faculty Directors of Learning and Subject Leaders and the employee.

Disability

A disability will not of itself justify the non-recruitment of an applicant for a position at the School. Such reasonable adjustments to the application procedures shall be made as are required to ensure that applicants are not disadvantaged because of their disability. For example, where written tests are used, alternative arrangements will be made for visually impaired applicants.

Before an applicant is judged, because of a reason related to their disability, to have failed to meet the requirements of a job description and person specification, or to have been less suitable than other applicants, full consideration will be given to whether a reasonable adjustment can be made which will counteract this disadvantage.

The School will make such adjustments to work arrangements or School premises as are reasonable to enable a disabled staff member to carry out his or her duties. This will include, but is not limited to, consideration of the provision of specialist equipment, job redesign, retraining and flexible hours.

The School recognises the importance of taking pro-active measures to remove barriers to disabled people from the working environment.

Where during the course of their employment a disabled member of staff recognises their need for a reasonable adjustment to be made to work arrangements or School premises, he or she should discuss this requirement with the Bursar. The expertise of the disabled staff member concerning their own disability will be recognised.

Where the School does not have the relevant expertise to resolve the problem, an outside specialist may be consulted. Once an adjustment has been made its operation may need to be reviewed at agreed intervals, to assess its continuing effectiveness.

Employee Relations

Trinity School places great value on good working relationships between employer and employee and between employees. Efforts are continuously directed towards maintaining a constructive relationship and finding mutually acceptable solutions to workplace problems and issues. To this end the following basic principles apply:

- Achieve high performance standards by encouraging employee commitment and teamwork, and promoting an attitude of trust.
- Maintain a work environment in which the personal dignity of each individual is respected and discrimination and harassment are not tolerated.
- Provide employment conditions that are competitive.
- Communicate regularly with employees about the School's objectives, achievements and significant discrimination and development.
- Recognise the right of every employee to present a complaint, to appeal against a decision and to receive a response within a reasonable time.

Trinity School does not recognise a Trades Union as having representative rights and relies upon the existing management structure for communication between employee and employer.

Communications

Trinity School strongly believes in effective communication of information to all employees in order to promote a greater understanding of the School's activities, the issues it faces and the direction it is taking. Trinity School also values the comments and ideas of staff. The methods used for communication are designed to encourage a two-way exchange between management and staff. In order to be truly effective, the full commitment of everyone within the school is essential.

Notice Boards

Your attention is drawn to the notice boards in the staff room which provide information of general interest as well as on specific issues relating to the school. Details of any internal vacancies will be promulgated on these notice boards.

Informal Communications

Notwithstanding all the more structured communications systems operated within the school, effective communications depend ultimately upon mutual trust and respect between the parties on a day to day basis to promote positive relationships and to avoid conflict. Your sustained support and co-operation is, of course, encouraged and will produce better relationships and an amicable working environment.

Expenses

Trinity School will refund all expenses incurred by staff wholly and exclusively on school business according to the following principles:

- Employees should neither gain nor lose
- Reimbursement is to be controlled in accordance with the requirements of the Inland Revenue and the school's auditors.

The reimbursement of expenses will be authorised by the Bursar and is subject to the production of satisfactory receipts.

Travel

Provided that they clear it with the Bursar first and provide evidence of adequate insurance cover, employees may use private cars for journeys on school business. If an employee's vehicle is insured for social and domestic use and taxed, it may be used to transport school pupils as the school has a policy for occasional business use.

- Mileage rates are available from the Bursary.
- Mileages should be based on the distance between the school and destination, or home and destination, if less.
- If two members of staff use one vehicle, then the travel claim may be increased by 5p per mile in line with Inland Revenue directives
- Rail travel should be by Standard class.
- Using your car for school business will probably require insurance cover under the school's occasional business policy. Please provide the bursary with copies of relevant MOT, insurance and road fund licence before transporting pupils.

Time Off and Absence

In addition to absence due to personal sickness, approved holidays and maternity leave, the school appreciates that people may be unable to attend work from time to time for good reasons.

Statutory Time Off (Paid)

- Recognised union and accredited safety representatives may take reasonable time off to attend to their duties and undergo training.
- Pregnant women may take time off for ante-natal care. Maternity leave pay will be at least equivalent to that paid in a maintained school.
- Employees under notice of redundancy, who have at least two years' service, may take reasonable time off to seek work or arrange training.

Statutory Time Off (Unpaid)

- The holders of certain public offices may take reasonable time off to fulfil their duties.

As much notice as possible should be given to the school in respect of statutory time off.

Special Leave

Special leave must be authorised by the Headmaster. It may be granted as paid or unpaid leave according to the circumstances. This could include:

- Dentist/doctor/optician visits upon presentation of confirmation of appointment.
- Study leave for examinations for an approved course of study.
- Compassionate leave.
- Territorial Army Training up to one week per year.
- Jury service/court appearances as a witness (basic pay less any payments made by the court)
- Urgent temporary leave of absence, if asked for, will not be unreasonably withheld but you may not absent yourself from work without the permission of the Headmaster or Deputy Head.

Parental Leave

The school adheres to statutory entitlement ruling.

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Time off for Dependents

You are entitled to take a reasonable period of time off work to deal with an emergency involving a dependant.

An emergency involving a dependant may include, but is not limited to;

- If a dependant falls ill or has been injured or assaulted;
- To deal with an unexpected disruption or breakdown in care arrangements e.g. when the child minder or nurse fails to turn up;
- To deal with an incident involving your child during school hours.

A dependant is your husband, wife, child or parent or someone who lives with you as part of your family. It does not include tenants or boarders living in the family home or someone who lives in the household as an employee.

In case of illness or injury or where care arrangements break down, a dependant may also be someone who reasonably relies on you for assistance, for example an aunt who lives nearby who you look after outside work falls unexpectedly ill.

In the event of an emergency involving a dependant you are entitled to a reasonable amount of time off. For most cases 1 or 2 days should be sufficient to deal with the problem. The right is intended to cover genuine emergencies.

There is no limit on the number of times which you can be absent from work under this right. Any time off under this right is unpaid.

On the first day of absence you must inform The Deputy Head before 7.45 am or as soon as possible. Upon return to work you will be required to complete an internal time off form provided by the Bursar for absence recording.

Abuse of this right will be dealt with in accordance with the School's disciplinary procedure.

Unauthorised Absence

Absence from work without leave or adequate explanation is a breach of discipline and may lead to disciplinary action.

Monitoring and Absence Management Policy

Levels of absence need to be contained because not only is everybody's work important but persistent absences place an undue load on your colleagues. With this in mind, absence is monitored on a regular basis by Managers. Nevertheless, the school's approach as an employer, in cases of ill health, will always be one of sympathy, compassion and understanding.

- Any staff whose frequency or length of absence is at an unacceptable level (whether certified or not) will be interviewed by their Manager and, if necessary, the Bursar.
- Such a review where the record warrants it, may result in a further review over a given period over which a substantial improvement will be sought.
- Failure to attain and sustain the standard required, without justifiable reason, could result in disciplinary action being taken in accordance with the school's disciplinary procedure.
- Staff with persistent health problems may be referred by the bursar to the school's medical officer who will advise on the current state of their health and make the necessary recommendations regarding it.
- The school's medical officer will also offer advice to the employee and will, if necessary and with the employee's agreement, liaise with the employee's own doctor.

- The full circumstances of the employee's situation will be taken into account. Those with a serious illness or disability will continue to be treated sympathetically in accordance with the school's policies.
- Where the school's doctor finds that an employee is incapable of continuing with their duties on a permanent basis, because of ill health, the school will endeavour to offer redeployment, subject to vacancies and suitability for alternative work. However, this may not always be possible and, when all possible, practical alternative options have been explored, termination of service on the grounds of ill health or incapability will be considered.

Maternity

The school follows the statutory provisions for maternity leave and pay. Time off will also be allowed for ante-natal care. Information concerning maternity entitlements may be obtained from the Bursar or the Bursar's financial assistant.

Flexible Working

This Policy defines the procedure and provides guidance for employees who wish to make an application for either flexible working and/or part time working.

This Policy contains the process for the consideration of these applications, which will follow a standard, fair procedure, outlined below, and will be documented in each case. All applications will be considered objectively and in accordance with the needs and requirements of the School.

Age Discrimination

The school has a separate policy on Age Discrimination which is held in the Bursary.

School Retirement Procedure

Introduction

Your normal retirement age is 65. If you have a lower retirement age stated in your contract of employment, you should ignore the lower age. Please note that this is the age at which the School can require you to retire. You may choose to retire at a younger age if you wish.

Under the Employment Equality (Age) Regulations 2006, you have the right to request to work beyond the age of 65 if you wish. This section sets out the procedure by which the School will consider such a request.

Voluntary Retirement

You may retire voluntarily at any age. Please note that pension provisions may impose restrictions on when you can draw your pension. If you wish to retire, you must give the School advance notice of this and you are required to provide the School with your contractual notice period as a minimum. Notice should be submitted in writing to the Bursar or Head.

Mandatory Retirement

The School's retirement age is 65. You will be expected to retire at the end of the August following your 65th birthday.

The School will notify you in writing of your retirement date at least six months before that date. The School cannot give you more than 12 months' official notice of your retirement. At the same time, the School will notify you of your right to request to work beyond the retirement date. If you do not wish to work beyond the retirement date, you should inform the Bursar/the Head as soon as possible after your notification and in any event at least three months before the retirement date. Please note, you have the right to request not to be retired up to three months before the intended retirement date. If you do want to work beyond your retirement age, you should notify the Bursar/the Head not more than six months and not less than three months in advance of the intended retirement date, following the Right to Request Procedure set out below. Please note that once the School has notified you of your proposed retirement date, it may start making arrangements for your replacement. If you wish to work beyond the proposed retirement date, it would therefore be in the interests of both you and the School if you make your request as soon as possible under these procedures, i.e. six months before the retirement date.

Right to Request Procedure

Step One – Request

You should set out clearly in writing to the Bursar or the Head that you wish your employment to continue. Your request should be made not more than six months but not less than three months before the retirement date. Please note you only have the right to make a request up to three months before the retirement date. The letter should state that you are writing under Paragraph 5 of Schedule 6 of the Employment Equality (Age) Regulations 2006. The letter should set out whether you want to work:

- indefinitely;
- for a stated period; or
- until a stated date.

The letter should also set out the grounds on which you are making the request to work beyond the intended retirement date. You may only make one request in relation to each retirement date.

Step Two – Meeting

After the Bursar/the Head has had a reasonable opportunity to consider the request, he will invite you to a meeting to discuss the request. Where possible, this meeting will be held within two weeks of receipt of the request. If this time period needs to be extended, you will be notified of the reason for the delay. There will be no need for a meeting if before the end of the two-week period you and the School agree that your employment will continue, either indefinitely or until a specified date. Following the meeting, you will be informed in writing of the decision in relation to your request. Where possible, you will be informed within 10 working days of the meeting. Where the decision is to accept your request, the letter will set out either that you may continue working indefinitely or the period of the extension of your employment and the date on which it will end. If the letter sets a date on which your extended employment will end and that date that is within a year, the decision letter will be official notification of your new retirement date and will set out your right to make a request to work beyond the new retirement date. Where the decision is to refuse your request or to allow you to stay on for a shorter period than requested, the letter will set out your right of appeal under Step Three below. Please note that the School is not required to agree to a request to work beyond the retirement date and that, where such a request is refused, the School does not have to give reasons for this.

Step Three – Appeal

If you are unhappy with the outcome of your request, you may appeal to the Bursar/the Head within 10 working days of being notified of the outcome. You should set out the grounds of your appeal in writing. The Bursar or the Head will then, after there has been a reasonable opportunity to consider the information set out in the appeal, invite you to a meeting to discuss your appeal. There will be no need for an appeal meeting if before the meeting you and the School agree that your employment will continue, either indefinitely or until a specified date. Following the appeal meeting, you will be informed in writing of the decision in relation to your appeal. Where

possible, you will be informed within 10 working days of the appeal meeting. Where the decision is to accept your request, the letter will set out either that you may continue working indefinitely or the period of the extension of your employment and the date on which it will end. If the appeal decision letter sets a date on which your extended employment will end and that date is within a year, the appeal decision letter will be official notification of your new retirement date and will set out your right to make a request to work beyond the new retirement date. Where the decision is to refuse your request, there will be no further right of appeal.

Right of Accompaniment

You may be accompanied at any meeting held under Steps Two or Three above by a colleague. You must tell the person holding the meeting who your chosen companion is, in good time before the meeting. Employees are allowed reasonable time off without loss of pay to act as a companion. For the avoidance of doubt, any employee who accompanies you will not be subjected to any detriment for being your companion. Your companion can address the meeting if they wish but cannot answer questions on your behalf. Your companion can confer with you during the meeting.

Time Limits

All requests will be dealt with as quickly as reasonably possible. If the time limits set out in the Retirement Procedure are likely to be exceeded, you will be informed of this and the reasons for it.