

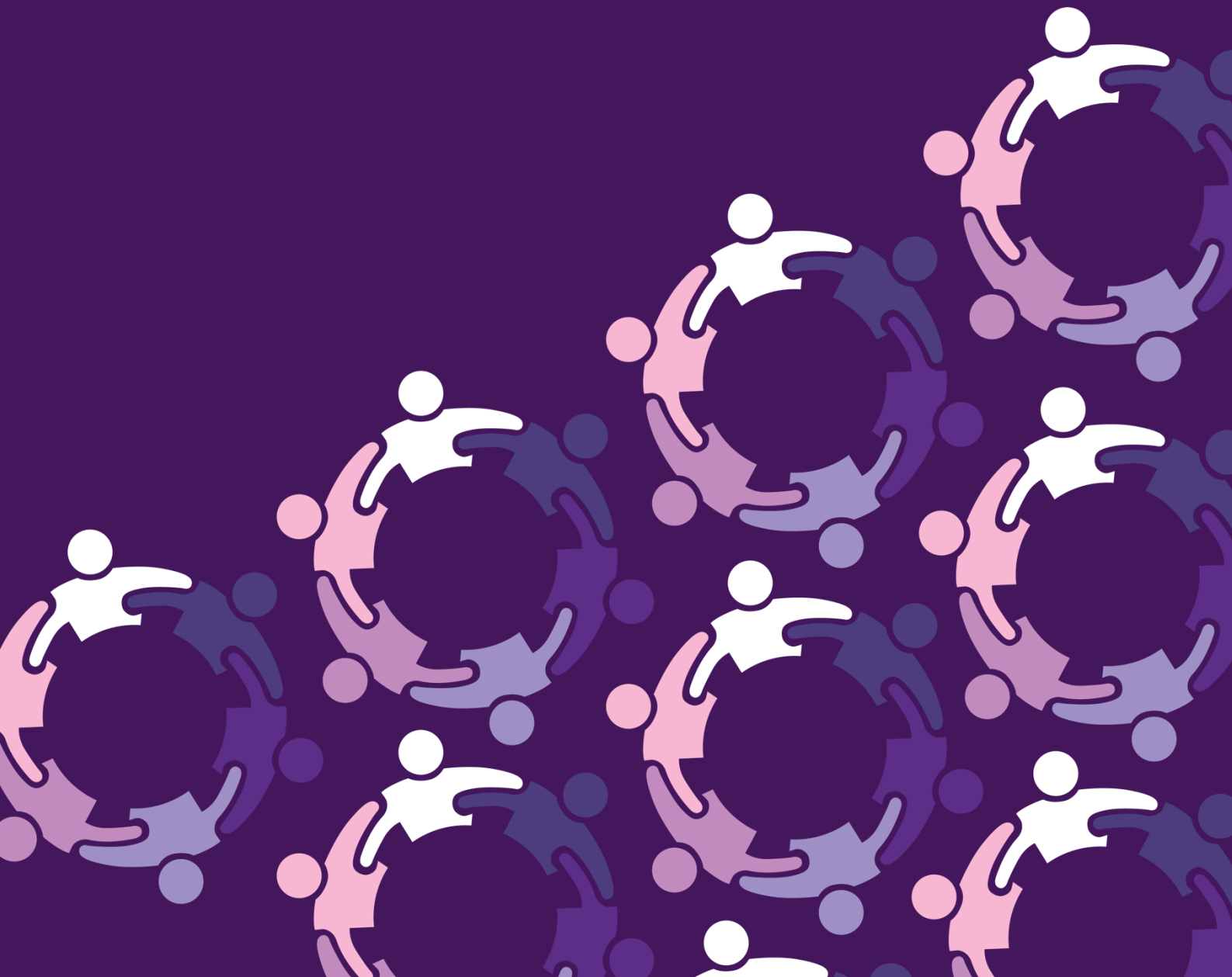


Croydon
Education
Partnership

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www.croydon.gov.uk

HR Newsletter

Summer Term 2024
May 2024



Introduction

We have already reached the start of the last term of yet another academic year. It has gone so quickly.

In this newsletter, we give the briefest update on the latest developments with teachers pay. For our customers, we give a full update of our latest policy developments. We remind employers of the potential financial pitfalls of employing illegal migrants and talk about Flexible working in schools with the non-statutory guidance that has been provided by the DfE.

We go into greater depths about recent information coming out of the Workload Reduction Task Force as well as a brief update on the calculation of Term-time only holidays for support staff. Finally, we have our spotlight on Mental Health Awareness Week

Please do not hesitate to contact us if you have any questions about the items in this newsletter or any other workforce matters.

We are looking forward to working with you over the coming Summer Term.

The School's HR Team

Pay Award 2024.

Teachers.

The Secretary of State's remit letter was published in December 2023 and asks for recommendations on:

- An assessment of the adjustments that should be made to the salary and allowance ranges for classroom teachers, unqualified teachers, and school leaders in 2024/25.'
- Views on the potential benefits, in principle, of targeting remuneration by subject in the future.

The LGA presented the NEOST evidence to the STRB regarding the 2024 teacher pay award. The STRB will now consider all the evidence, including from the Secretary of State for Education, Gillian Keegan MP and teacher unions, before delivering its report to the Government in May. At this stage there is no indication as what a proposed percentage increase will be. We will update you as and when developments arise.

Support Staff.

The LGA are about to start negotiations for the 2024/25 pay award and we will update you in due course.

Policy Updates

Following the change to employment legislation in April 2024, we have updated the following HR policies which can be found on the Croydon Education Partnership under HR in the Resources section.

- Chapter 2b Recruitment and Selection Procedure and Guidance
- Chapter 13 Restructuring, Reorganisation and Redundancy
- Chapter 16a Teachers Maternity and Paternity Leave
- Chapter 16b Support Staff Maternity and Paternity Leave
- Chapter 16c Teachers Adoption and Paternity Leave
- Chapter 16d Support Staff Adoption and Paternity Leave
- Chapter 17c Schools Carers Leave Policy
- Chapter 21a Shared Parental Leave
- Chapter 26 Schools Flexible Working Policy

In accordance with the changes to the statutory rates, Chapter 27 Statutory Rates has also been updated.

[Resources | Croydon Education Partnership](#)

We are currently working on the following policies for schools during the Summer Term and will update you as to when these policies have been agreed with the trade unions.

- Menopause Policy
- Casual Workers
- Illegal Working

Increased fines for employing illegal migrants

With effect from 13th February 2024, the civil penalty for employing illegal migrants has risen from a maximum of £15,000 per illegal worker (for a first breach), to £45,000.

For repeat offenders, fines have tripled from a maximum of £20,000 per illegal worker, to £60,000.

The Home office has updated the Illegal Working Penalties: Code of Practice document effective from 22 February 2024 which can be found below.

[Illegal working penalties: codes of practice for employers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118242/Illegal_working_penalties_codes_of_practice_for_employers.pdf)

It is important for schools to ensure that they conduct the correct right to work checks to avoid falling foul of the law and having to pay a hefty fine. Please contact your designated HR professional if you need further guidance.

Flexible Working in Schools

The Dfe has produced non statutory guidance to help schools and academies develop and implement flexible working policies and to support employees who want to request flexible working.

In recognition of the challenges of implementing flexible working, the DFE has:

- published a practical toolkit of resources to provide support
- appointed ambassador schools and multi-academy trusts (MATs) to support school leaders
- contracted Capita to deliver webinars and oversee the flexible working programme from 2023 to 2025

Please click on the links below for further information.

[Flexible working in schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118242/Flexible_working_in_schools.pdf)

[Get help with flexible working in schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118242/Get_help_with_flexible_working_in_schools.pdf)

Workload Reduction Taskforce Update

As reported in the Spring HR Newsletter, the initial recommendations from the teacher workload reduction taskforce were published on 15 January 2024.

The taskforce recommended that a revised annex should be reinserted in the STPCD with an updated list of examples of administrative tasks that teachers should not be required to carry out.

In response to this recommendation, the STPCD 2023 was updated in March 2024 to include this list which can be found in Annex 5. Please click on the link below.

[School teachers' pay and conditions document 2023 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/118242/School_teachers_pay_and_conditions_document_2023.pdf)

In line with the Taskforce's formal commitment to consult with statutory consultees to remove Performance Related Pay (PRP), a rapid government and trade unions review of the current guidance surrounding appraisal and performance management is now underway.

This review will include the STPCD 2023 and the Department for Education's (DfE) non-statutory Model Appraisal and Capability advice and guidance on 'implementing your school's approach to pay.' Following discussions, the LGA anticipates that these efforts will culminate in the publication of an interim early draft of the STPCD 2024 and guidance in Spring 2024, with the final draft STPCD 2024 consultation taking place once the government has published its decision on any STRB recommended pay uplifts for teachers and leaders.

The intention is that the STPCD 2024 will be legally enforceable, backdated to 1st September 2024.

The LGA has collaborated with the Department for Education (DfE) to provide clarification on several key points:

- In this academic year 2023/24, schools' pay decisions will continue to be based on the existing system outlined in the School Teachers Pay and Conditions Document 2023, including Performance Related Pay (PRP) requirements. Therefore, pay progression decisions prior to 1st September 2025 will be based on your existing local pay policies.
- Following consultation with statutory consultees, including the national employer (NEOST), PRP is expected to be removed from the STPCD 2024 for the start of the 2024/25 academic year. Whilst schools could opt to continue to have PRP, it would no longer be statutory for maintained schools, meaning schools would have the flexibility to set objectives and revise their pay policies and guidance in anticipation of the removal of PRP, with the first pay progression decisions without PRP taking effect from 1st September 2025.
- There is no intention to change the Education (School Teachers' Appraisal) (England) Regulations 2012, which will continue to require schools to appraise teachers against the relevant standards and their set objectives, but as outlined above, it is likely that the guidance will be adapted and will encourage schools to have a qualitative and developmental approach to the standards and objectives.

It's important to note that automatic progression is not expected to replace PRP.

Updated 'Green Book' Part 4.12: Term-Time Only employees.

This guidance has now been updated to reflect the changes that have been made recently to the Working Time Regulations 1998 (WTR) by the Employment Rights (Amendment, Revocation and Transitional Provision) Regulations 2023.

One of the key changes the Government has made to the WTR is the way that statutory holiday entitlement is calculated for certain workers. This has been done in response to the Supreme Court decision in Harpur Trust v Brazel. For

workers who meet the definition of an irregular hour's worker or a part-year worker, statutory annual leave will accrue at the rate of 12.07 per cent of hours worked. This allows an employer to pro-rate the amount of leave that a worker is entitled to, according to the amount of time that they have worked, as opposed to the current situation where all workers are entitled to a minimum of 5.6 weeks paid annual leave, irrespective of their working pattern.

This change to the regulations on holiday entitlement for irregular hours and part-year workers will apply in respect of any leave year that begins on or after 1 April 2024. Up until that new leave year begins, the existing rules continue to apply, including as required by the Brazel judgment.

The Part 4.12 guidance has been updated (to replace the previous version dated December 2022) to reflect this change in the law.

For our Croydon schools, the current arrangements are slightly more favourable than the new Green book standard, but changes may be agreed upon by the Local Authority. If this is the case, maintained schools will be given adequate notice of any changes.

For our Sutton schools, the Local Authority has decided to implement the recommendations in the Updated 'Green Book' Part 4.12. They have also issued a calculator for ease of use.

For our Bromley schools, if you wish to have further guidance, please contact us and we will arrange a visit to best advise you on compliance.

Training.

A Safer Recruitment Refresher course will be held on the morning of Thursday 6 June 2024 in at the Clocktower offices starting at 9.30am. This course is designed to provide school staff with updates of recent changes. If you are interested, you must have attended the full course previously and provide your Safer Recruitment training certificate to verify this.

The full accredited Safer Recruitment course will be held on Friday 14 June 2024 at the Clocktower offices starting at 9.30am. This is the nationally recognised Safer Recruitment Consortium training and is delivered by an accredited trainer. It focuses on the "safeguarding" aspects of recruitment, rather than general selection techniques. This is designed for school staff with responsibility for safer recruitment. This training is a statutory requirement for one person on every recruitment panel for school staff, to have completed safer recruitment training.

Please note that this is not a Designated Safeguarding lead course.

For booking details for all courses, please refer to the Croydon Education Partnership website.

[Courses | Croydon Education Partnership](#)

Mental Health Awareness Week

Mental Health Awareness Week (MHAW) is now less than a week away on May 13th-19th. One easy initiative you might like to consider to support the week in your workplace, is to organise a [Wear it Green Day](#) on one day during the Week. The date suggested by the Mental Health Foundation is Thursday May 16th, but if that date doesn't work for you, then why not organise it for another day?



It is a quick and effective way to support MHAW, promoting mental health and wellbeing at work whilst raising some money for a worthwhile charity too! The Mental Health Foundation have created a useful information pack with some great suggestions on ways you can support **“Wear it Green Day”**.

From going all out and encouraging colleagues to wear head-to-toe green, to simply encouraging everyone to wear a MHF green ribbon pin badge on the day. These pins are available to order [here](#) but don't delay as MHAW is just around the corner

There is also a great list of other fundraising ideas you might like to consider too.

TO GET YOUR INFO PACK

Sourced from



Alternatively, Action For Happiness focus this month is on “Meaningful May”

Meaningful May 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
		1 Do something kind for someone you really care about	2 Focus on what you can do rather than what you can't do	3 Take a step towards an important goal, however small	4 Send your friend a photo from a time you enjoyed together	5 Let someone know how much they mean to you and why
6 Look for people doing good and reasons to be cheerful	7 Make a list of what matters most to you and why	8 Set yourself a kindness mission to help others today	9 What values are important to you? Find ways to use them today	10 Be grateful for the little things, even in difficult times	11 Look around for things that bring you a sense of awe and wonder	12 Listen to a favourite piece of music and remember what it means to you
13 Find out about the values or traditions of another culture	14 Get outside and notice the beauty in nature	15 Do something to contribute to your local community	16 Show your gratitude to people who are helping to make things better	17 Find a way to make what you do today meaningful	18 Send a hand-written note to someone you care about	19 Reflect on what makes you feel valued and purposeful
20 Share photos of 3 things you find meaningful or memorable	21 Look up at the sky. Remember we are all part of something bigger	22 Find a way to help a project or charity you care about	23 Recall three things you've done that you are proud of	24 Make choices that have a positive impact for others today	25 Ask someone else what matters most to them and why	26 Remember an event in your life that was really meaningful
27 Focus on how your actions make a difference for others	28 Do something special and revisit it in your memory tonight	29 Today do something to care for the natural world	30 Share a quote you find inspiring to give others a boost	31 Find three reasons to be hopeful about the future		

ACTION FOR HAPPINESS **Happier · Kinder · Together**

Perhaps try one of these in May or if you're feeling really meaningful then why not try a week or even a whole month of meaningful tasks!

Looking after yourself allows you to be equipped to looking after and reaching out to those around you.

HR Checklist things to do in the Summer Term.

1. Teacher Resignation Dates

Please note that for teachers resigning their appointments with effect from the end of the Summer Term, will need to do so by 31 May. They will be paid salary to 31 August.

2. Annual Performance Appraisal for Support Staff

If your school's annual performance appraisal cycle for support staff operates from April to March in line with the annual pay award, please remember that you are required to set new objectives at the start at the Summer Term.

For those schools whose performance appraisal cycles for support staff operate from September to August, please remember to arrange your end of year appraisal meetings for these staff.

3. Workforce Planning for next year

Now is a suitable time to decide what your workforce requirements will be for the next academic year. We appreciate that this is challenging as schools are currently waiting to receive notification of the funding they will receive for their SEN pupils. This is due any time now.

For teaching staff, workforce requirements will become clearer following the teacher resignation date of 31 May.

4. Contracts and References

Don't forget to produce your new employment contracts by 1 September for the start of the new term. Since April 2020, it is mandatory for all employees to have a contract of employment on day one of their new employment.

It is important to obtain at least two references for each new starter. If there are no responses to your reference requests, then you have the right to chase the school or organisation. Failing this you can ask the candidate to provide further references. It is your right as an employer to decline employment if no suitable references can be acquired. Don't forget that all offers of employment are conditional.

5. Wellbeing

Remember to look after yourself! The summer term can be busy and stressful at times with SATS and examinations. We see so many cases of burnout and stress at this time of the year, especially towards the end of the term.

Here are some tips for self-care to reduce anxiety and stress which may help enhance feelings of wellbeing:

- Regular exercise can release anxiety-reducing chemicals and occupy our mind from unhelpful thoughts.
- Engaging in mindful activities to stay in the 'here and now' such as going for a walk, reading or doing something creative.

- Using relaxation techniques such as yoga, meditation and mindfulness to activate the 'rest-and-digest' system.
- Consider your bedtime routines and make improvements to help switch off and sleep easier.
- Write in a journal to let out your thoughts and feelings.
- Spend time outside in nature.
- Eat a healthy and nutritious diet.
- Avoid nicotine, caffeine and alcohol, as these can increase symptoms of anxiety.

If you are struggling, contact your designated HR professional who can support you with your staff issues.

Governor Services: Summer 2024 Training & Development Programme

Governor Services offer a wide range of training and development opportunities. For further details on the courses go to: www.croydoneducationpartnership.org

Course Title	Date	Time	Course Reference	Suitable for Academies
Chairs' Briefing: Croydon	Monday 22 nd April	18.30-20.00	GOV-0424-T001	Yes
Effective Governance and Challenge	Monday 29 th April	18.30-20:00	GOV-0424-T002	Yes
Chairs' Briefing: Bromley	Tuesday 30 th April	18.30-20.00	GOV-0424-T003	Yes
Building Rapport Based Relationships	Thursday 2 nd May	18.30-20.00	GOV-0524-T002	Yes
Clerks' Briefing	Friday 3 rd May	10.00-11.30	GOV-0524-T003	Yes
Understand How we Respond to Change	Wednesday 8 th May & Wednesday 5 th June	18.30-20.00	GOV-0624-T009	Yes
Welcome to Educational Governance (ALL THREE SESSIONS MUST BE ATTENDED)	Thursday 9 th May, Thursday 16 th May AND Thursday 23 rd May	18.30-20.00	GOV-0524-T004	Yes
Hot Topics for Trustees and Governors	Monday 3 rd June	18:30-20:00	GOV-0624-T005	Yes
Safeguarding for Trustees and Governors	Tuesday 4 th June	18.30-20.15	GOV-0624-T001	Yes
What does having a 'broad and balanced curriculum' at secondary level mean?	Thursday 6 th June	18.30-20.00	GOV-0624-T003	Yes
NEW DEVELOPMENT SESSION				
Role in Disciplinary and Appeal Hearings	Monday 10 th June	18.30-20.00	GOV-0624-T008	Yes
Restructuring the Workforce - What Governors and Trustees Need to Know	Wednesday 19 th June	18.30-20.15	GOV-0624-T004	Yes
What does having a 'broad and	Thursday 20 th June	18.30-20.00	GOV-0624-T002	Yes

balanced curriculum' at primary level mean?				
Bromley LA Forum 2	Tuesday 25 th June	18.30-20.00	GOV-0624-T006	Yes
Hot Topics for Clerks	Thursday 27 th June	10.00-11.15	GOV-0624-T007	Yes

For more information, on how to book, costs and other governance learning resources, please contact the Croydon Education Partnership Governance team on 020 8726 6000 or educationgovernance@croydon.gov.uk

Contact Details:

Advice Line: 020 8241 5483 educationhr@croydon.gov.uk

Gordon Mackenzie – Schools HR Lead gordon.mackenzie@croydon.gov.uk
020 8726 6000, extension 24295. Mobile: 07920657757

Fiona Evans – Schools HR Lead fiona.evans@croydon.gov.uk
020 8726 6000, extension 24190. Mobile: 07920657755

Clare Harding – Schools HR Adviser clare.harding@croydon.gov.uk
020 8726 6000, extension 22661. Mobile 07356135297

Christine Lonsdale – Education Partnership Manager
christine.lonsdale@croydon.gov.uk
Mobile: 07920657797, extension 4550

David Wiggs – HR & Finance Service Centre Support Officer
croydonschools@croydon.gov.uk or david.wiggs@croydon.gov.uk
020 8726 6000, extension 22609.

Recruitment Queries:

Teach in Croydon website: www.croydoneducationjobs.org.

Adverts on Croydon Council website: 020 8667 8337;
vacancies@croydon.gov.uk

DBS Queries:

schoolsdb@croydon.gov.uk

Occupational Health:

Ritika Singh - Ritika.Singh@croydon.gov.uk

Teachers Pensions:

Vicki Langston
020 8604 7190 (DDI); 020 8726 6000, extension 27014

Julia McDougall
0208 604 7383 (DDI), 020 8726 6000, extension 27056
teacherspensionsteam@croydon.gov.uk

Local Government Pension Scheme:

020 8726 6000, extension 44034;
pensions@croydon.gov.uk

Liberata Payroll:

Technical support:
LiberataSchoolsTechnicalSupport@liberata.com

Team:

Richard Heywood - 020 8603 3340 Nandish Sheth – 020 8603 3335
Mary Rides - 020 8603 3343 Camila Politanski – 020 8603 3407
Ann Smith – 020 8603 3352