

Recreation Ground
Huntersfield
Stanford in the Vale
Faringdon
Oxfordshire SN7 8LR



2.1.3 - Statement of Terms and Conditions of Employment in accordance with the Employment Rights Act 1996

1. This statement dated sets out certain particulars of the terms and conditions on which
2. *Stanford-in-the-Vale Pre-School*
3. Employs
4. Your employment with the Pre-school begins on You are based at *Stanford in the Vale Pre-school*.
5. You are employed as
6.
 - (a) Scale or rate of remuneration or method of calculating remuneration £.....per hour.
 - (b) You will be paid *monthly* in arrears, on the 1st of the month.
 - (c) Your salary will be reviewed annually and any increase will be paid from *September 1st* unless the budget allows an immediate increase. A salary review however, does not guarantee any increase to pay as increases are entirely at the employer's discretion.
 - (d) You will be notified of any future remuneration increase by letter.
7.
 - (a) Normal hours of work are as required per rota, per term. These hours may be varied to meet the changing needs of the employer, and will be agreed with the Pre-school Manager on a termly basis. Pre-school operates term time only, 38 weeks each year in line with Oxfordshire County Council school holidays.
 - (b) You will be notified of any future changes in your hours of work by letter.
 - (c) You will be paid for 45 minutes setting up and/or packing away time as agreed with the Pre-school Manager. You will be notified of any future remuneration increase by letter.
 - (d) Hours worked in session and time as agreed to attend training courses and meetings will be included in the calculation for holiday pay.
 - (e) If you are allocated 'key children' and those children are not absent from Pre-school for a period of 6 weeks or longer, you will be paid the following rates:
 - 1 - 4 key children – 1 hour per week at basic pay
 - 5 – 8 key children – 2 hours per week at basic pay
 - 9 – 12 key children – 3 hours per week at basic pay
 - (f) These payments will only be made once the child actually starts Pre-School proper and not at the start of term if the child's start date is later.

(g) You will be paid a maximum of 18 hours per academic year at your normal basic hourly rate to attend Pre-School meetings as agreed with the Pre-school Manager.

8. **Deductions from pay**

Should you leave the employment of Stanford in the Vale Pre-School before you have accrued annual leave entitlement to cover what has been taken, the financial equivalent to that excess will be deducted from your final salary. Overpayments of salary will also be deducted directly from your salary.

9. **Entitlement to holidays**

Holidays will be the same as Oxfordshire Local Authority. Holidays are not to be taken during term time, unless by prior arrangement with the committee. You will be entitled each year to 4 weeks' paid leave. Additional religious holidays may be granted (with or without payment) in certain circumstances. See Appendix for the Holiday Pay calculation formula. If you leave the employ of Stanford Pre-School during the academic year, any accrued holiday entitlement will be paid along with your final pay.

10. **Terms and conditions relating to sickness or injury and sickness pay**

Notification of absence from work due to illness or any other cause should be made on the first day that the employee will be absent from work to the Pre-school chair, manager or the appropriate member of the committee or staff. If an employee is absent for more than a working week, a doctor's certificate should be obtained. Statutory Sick Pay will be operated where appropriate.

11. **Maternity leave and pay**

An employee who becomes pregnant will be allowed reasonable time off with pay for attendance at antenatal clinics. Statutory maternity pay will apply as appropriate.

12. **Trade Union**

You may join a trade union of your choice.

13. **Time off for public duties**

The Pre-school will permit time to be taken off for public duties as set out in Employment Protection Act 1978. Payment for time off work for public duties will be made at the discretion of the pre-school committee.

14. **Amount of notice of termination to be given**

The employee is required to give one terms notice in writing. The committee will give two weeks notice to an employee who has been employed for less than two years and then one complete week for each complete year of service for employees employed for more than 2 years, but less than 12. The committee will give 12 weeks' notice to employees employed for at least 12 years.

15. **Disciplinary and grievance procedures**

(a) The current disciplinary procedures which apply to you in your employment can be found in the detailed rules "Disciplinary and Grievance Procedure for Pre-school Employees". Which can be found at www.stanfordpreschool.org

If you are dissatisfied with any disciplinary decision that affects you, you should raise the matter in writing with the Pre-school Chair. The way in which appeals should be made is explained in the detailed "Disciplinary and Grievance Procedure for Pre-school Employees".

(b) The way in which grievances should be expressed is explained in the detailed "Disciplinary and Grievance Procedure for Pre-school Employees".

16. **Equal Opportunities**

Employers and employees are required to abide by the Pre-school’s Equality and Diversity policy.

17. **Health and Safety**

- (a) Under the Health and Safety at Work Act 1974, it is the duty of all employees to conform to policy and safety codes of practice and to accept and carry out their responsibilities in this area.
- (b) Uniform provided should be worn unless there are exceptional circumstances. Hair should be of tidy appearance.
- (c) Staff at Stanford in the Vale Pre-school cannot smoke in or around the Pre-school and are not allowed to work under the influence of any drugs or alcohol.

18. **Training**

- (a) Staff may be required to complete necessary training to enable the Pre-school to comply with legal requirements and national standards (as set out in the Statutory Framework for the Early Years Foundation Stage).
- (b) All staff must undergo induction training (in-house) that includes Health and Safety and child protection policies and procedures in the first week of employment.
- (d) The Pre-school committee may financially support staff training for accredited childcare qualifications. This could include course fees, payment towards hours of attendance, course literature, certificates and travel expenses. Under these circumstances staff would be expected to repay the total of these costs if they fail to complete the course or fail to obtain the relevant qualification or cease employment with Stanford Pre-school whilst attending the course. A sliding scale of recompense would apply if an employee voluntarily leaves within one year of completing the course: One twelfth of the course cost to be repaid for every month before one year has elapsed. This will apply pro-rata for other courses.
- (e) The above are guidelines and the committee will consider each case individually and after discussion an individual agreement will be drawn up.

19. **Policies**

On starting work, staff will be given a complete copy of the current policies and procedures for Stanford Pre-School. Staff will be asked to read through these and tick and sign to acknowledge that they have read them and do agree to follow them.

Employee’s signature to acknowledge receipt of this statement and acceptance of the terms and conditions it describes:

..... Date

This policy was amended at a meeting of the Pre-school held on 2nd March 2015 and signed by Mrs Karin Williams-Cuss

Signed on behalf of the Pre-school.....

APPENDIX

Casual or irregular working patterns

If you work casually or irregular hours it may well be easiest to calculate the holiday entitlement that accrues (accumulates) as hours are worked. The holiday entitlement of 5.6 weeks is equivalent to 12.07 per cent of the hours you worked. The 12.07 per cent figure is:

5.6 weeks' holiday, divided by 46.4 weeks (being 52 weeks - 5.6 weeks) multiplied by 100 = 12.07 per cent

The 5.6 weeks have to be excluded from the calculation as you would not be present during the 5.6 weeks in order to accrue annual leave. For example, if you had worked 10 hours, you would be entitled to 72.6 minutes' paid holiday:

12.07 per cent x 10 hours = 1.21 hours = 72.6 minutes

The holiday entitlement is just over seven minutes for each hour worked.