



Hemingford Grey SCHOOL

Time off to Train Policy

Date last reviewed and approved:

July 2017

TIME OFF TO TRAIN

Introduction

Hemingford Grey Primary School is committed to developing the skills of our employees and recognises that training can benefit the School and our staff. Staff should receive training appropriate to their role, subject to operational and budgetary considerations. Some employees aged 18 or under are subject to special laws on education and training, and may not be covered by this policy, depending on their age and qualifications. Further information about training for young employees is available from the Headteacher.

Members of the School's Senior Leadership Team are responsible for identifying and monitoring staff training and development needs on an ongoing basis. Employees who wish to undertake any form of training relevant to their role should raise the matter informally with their line manager in the first instance.

The School recognises that employees may still have a wish to further develop their skills. Eligible employees have a statutory right to request time off work for study or training. The purpose of this policy is to provide a framework within which the School can consider those requests.

No-one who requests time off under this policy will be subjected to any detriment or lose any career opportunities as a result.

This policy does not form part of any employee's terms and conditions of employment and is not intended to have any contractual effect. The School's Governing Body reserves the right to amend or depart from this policy at any time.

Who is covered by this policy?

This policy applies to employees only. It does not apply to agency workers, consultants or self-employed contractors.

When can staff request time off to train?

To be eligible to make a formal request under this policy, you must:

- be an employee;
- have worked for us continuously for 26 weeks at the date your request is made;
- have made no previous formal requests under this policy in the last 12 months.

The School will ignore the fact that a request was made less than 12 months ago in the following circumstances:

- if we agreed to the earlier request but the training was cancelled or you were unable to start it because of unforeseen circumstances that were not your fault; or
- if you withdrew the earlier request because it was not valid.

What type of training is covered?

Any type of study or training can be requested under this policy. It does not matter how or where it takes place. For example, it could be:

- training provided in the workplace;
- a one-day training course provided by an external training provider;
- a part-time college course;
- an online training module (e-learning);
- a distance learning course.

The study or training does not need to lead to a formal qualification. The only limitation is that it must be for the purpose of:

- improving your effectiveness at work; and
- improving the performance of the School.

Making a formal time off to train request

To make a formal request under this policy you should submit it in writing to the Headteacher. Please include the following information:

- a statement that the request is made under this policy;
- the date of the request;
- the subject matter of the study or training;
- where and when it would take place;
- who would provide or supervise it;
- what qualification (if any) it would lead to;
- a brief description of how you think the study or training would improve your effectiveness at work;
- a brief description of how you think the study or training would improve the performance of the School; and

- if you have made any previous application under this policy, the date of that application and how it was made (for example, whether it was by e-mail or letter and who you sent it to).

If the School agrees to your request without the need for a meeting, the School will inform you in writing.

The School will treat your request as withdrawn if:

- you tell the School you are withdrawing the request;
- you fail to attend meetings without reasonable cause; or
- you unreasonably refuse to provide information the School needs to consider your request.

In those cases the Headteacher will write to confirm that your request has been treated as withdrawn. You will not normally be able to make another formal request for 12 months from the date of your original request.

Meeting

The Headteacher will arrange to hold a meeting with you at a mutually convenient time and place, usually within 28 days of receiving your formal request. The time limit may be extended by mutual consent.

If the person who would ordinarily hold the meeting is on annual leave or sick leave at the time of your request, the meeting will be held within 28 days of their return or within 8 weeks of your request, whichever is sooner. If necessary you should contact the Headteacher who will appoint someone else to hold the meeting.

The meeting will be used to discuss your request and, if appropriate, explore any alternatives.

You may bring a colleague to the meeting as a companion if you wish. Your companion may speak during the meeting and confer privately with you, but should not answer questions on your behalf.

If your chosen companion is unable to attend at the time set for the meeting, you should contact the Headteacher and we will try to rearrange the meeting. If the meeting cannot be rearranged within seven days of the original date, the Headteacher may suggest that you bring a different companion or come alone.

The Headteacher will tell you its decision in writing within 14 days of the meeting unless this time limit has been extended by mutual consent.

If the School agrees to your request

Where the School agrees to all or part of your request the School will give you a written and dated notice containing the following information:

- which part of your request is agreed;
- if any part is not agreed, which part of your request has been rejected;
- the subject of the agreed study or training;
- where and when it will take place;
- who will provide or supervise it;
- what qualification (if any) it will lead to;
- any changes to your working hours in order to accommodate the agreed study or training;
- whether you will be paid for carrying out the study or training;
- how any tuition fees or other direct costs of the agreed study or training will be met.

In some cases the Headteacher may suggest changes to your request. For example, the Head teacher may suggest a different course of study or training, or the Headteacher may suggest an alternative time or place. These may be discussed at the meeting or may require discussion afterwards. The written notice of the Headteacher's decision will set out any changes that you have agreed to. The Headteacher will ask you to sign and return a copy of the notice to show your agreement.

The School does not have to pay you while you are taking time off for study or training requested under this policy, unless this is necessary in order to comply with minimum wage legislation. However, in some cases the School may agree to pay you for some or all of the time off.

The School does not have to pay the costs of study or training requested under this policy (including any associated costs such as travel expenses). However, in some cases the School may agree to meet some or all of those costs.

If the School rejects all or part of your request

Where the Headteacher rejects all or part of your request, the Headteacher will give you a written and dated notice containing the following information:

- which part of your request is rejected;
- if any part is agreed, which part of your request has been agreed;
- which of the grounds for rejection set out below applies and the reasons why; and
- the appeal procedure.

The Headteacher may reject your request for any of the following reasons:

- that the proposed study or training would not in our view improve your effectiveness at work and the performance of the business;
- the burden of additional costs;
- detrimental effect on ability to meet the demands of the School;
- inability to reorganise work among existing staff;
- inability to recruit additional staff;
- detrimental impact on quality;
- detrimental impact on performance;
- insufficiency of work during the periods that you propose to work;
- planned structural changes; or
- any other reasons that the Government sets out in future regulations.

Appeal

You may appeal if the Headteacher rejects all or part of your request. Your appeal must:

- be in writing and dated;
- set out the grounds on which you are appealing; and
- be sent to the Chair of Governors no more than 14 days after you receive the written notice of our decision.

The School may decide to uphold your appeal in full without a meeting. In all other cases, the Chair of Governors will arrange for an appeal meeting to take place within 14 days of receiving your appeal, unless the Chair of Governors agrees a longer time limit with you. The meeting will be held at a convenient time for all those attending and you may bring a colleague as a companion.

The appeal meeting will be held by an appeals panel of 3 member of the Governing Body.

The Appeal's Panel will tell you the outcome of the appeal in writing within 14 days of the meeting, unless the Panel agrees a longer time limit with you. That decision will be

final and you will not be able to make another formal request until 12 months after the date of your original request.

If the Panel upholds your appeal, the Headteacher will give you the information set out above (see 'If the School agrees to your request').

If the Panel rejects your appeal, it will explain the reasons to you in writing.

If we need more time

There may be exceptional occasions when it is not possible to adhere to the time limits in this policy. For example, the School may need to delay holding a meeting or notifying you of the decision. The School will ask for your agreement to extend the time limit, and will confirm in writing any agreement reached. In many cases this will be in your interests as it will enable the appropriate person to consider your request properly.

Changes to agreed study or training arrangements

You must tell us in writing immediately if:

- you do not start the agreed study or training for any reason (for example, if it is cancelled);
- you do not complete the agreed study or training; or
- you undertake (or wish to undertake) a different course of study or training.

You should also tell the Headteacher immediately if you become aware of any changes to agreed study or training, including changes to the timing or content of the course.

Monitoring and review of the policy

The School's Governing Body will continue to review the effectiveness of this policy to ensure it is achieving its stated objectives.