



## Introduction

We wish you a happy new year!

Having said that, we are acutely aware of the challenges Covid 19 continues to bring to all of us, and for schools in particular there is the ongoing challenge of managing staff and pupil absences as well as ensuring everything possible is in place to protect everyone.

Risk assessments remain the key way in which schools protect staff and pupils and these need to be kept under review, particularly as circumstances change.

It currently looks unlikely that we will see new national restrictions being introduced although local public health advice should be followed. Nationally we are we are already seeing changes to the general guidance about Covid and it is likely that this will continue.

There has been a temporary change to legislation regarding how quickly fit notes will be issued when staff are unwell, and there is more detail in the newsletter.

On a happier note, we have received some guidance about leave and pay calculations for the additional bank holiday for the Queen's Platinum Jubilee, and this is another focus of our newsletter.

We have two courses coming up in January and February which are available to book via the Octavo website. Safer Recruitment on 20<sup>th</sup> and 27<sup>th</sup> January followed by Difficult Conversations on 25<sup>th</sup> February. There are still spaces available so please make a booking if you are interested.

Please do contact us if you have any questions about the items in this newsletter or any other workforce related matters.

***The Schools HR team***

## Covid 19: latest developments

### Clinically Extremely Vulnerable staff and Pregnant employees

The DfE has updated its advice to schools regarding the pandemic, and there are some small changes in the section regarding the workforce.

As you will be aware, shielding for Clinically Extremely Vulnerable (CEV) people has not been reintroduced, although it continues to be the case that some staff may have received personal advice from their specialist regarding additional precautions and this advice should be followed. With the changes that have been introduced recently, we would encourage you to discuss any concerns CEV staff may have and to review your risk assessments for staff. You will also need to follow the guidance regarding pregnant employees.

### Self-isolation

On Monday 17 January, the rules about how long the self isolation period should be for those who test positive with Covid 19 and those who are in close contact with someone who has Covid who do not have an exemption from self isolation (in most cases because they are fully vaccinated) changed.

The headlines in the news have stated that the period has reduced to 5 days. However, there is no change to the default 10 day self isolation period which continues to commence on the day symptoms started (or the day of the positive test for those without symptoms) and last for the following 10 full days.

The reduction to a 5 day minimum period of self-isolation is dependent on certain conditions being met.

The requirement is that individuals have a negative lateral flow on two consecutive days, with the first test being taken no earlier than day 5 of the self-isolation period. This means that in practice, the earliest anyone can leave self-isolation is on day 6.

Self-isolation may last longer than the 10 days if someone develops symptoms while self-isolating or their symptoms do not go away.

Further details can be found in [the national guidance about self-isolation](#).

It continues to be the case that those who are fully vaccinated (along with some others who have exemptions) and who have been in contact with someone who has Covid do not need to self-isolate. However, the national guidance does recommend that individuals in these circumstances should

- Do daily lateral flow tests for each of the next 7 days
- Consider how to limit contact with those who are at high risk from catching Covid

Can I remind you that the Croydon position for staff who need to self-isolate because they are not fully vaccinated is that they should continue to be paid.

The regulations around self isolation are subject to change, and while the above is correct at the time of writing, it is important to refer to government websites for the most up to date information.

If staff need to quarantine or self-isolate as a result of having had a holiday abroad, then all the of the circumstances should be taken into consideration, but in most cases this is likely to be treated as unpaid absence.

### Additional funding

The government has announced additional [funding](#) to support schools facing significant staff absences and financial pressures with the costs of staff cover for the period from 22 November 2021 to 18 February 2022.

### Staff absences

We recognise that the current high incidence of Covid 19 cases has the potential to put pressure on staffing levels in schools. In the LA we want to offer support to schools should this situation occur so that we can work through the options available, including moving to online learning. Should this situation arise, please contact your **link adviser** in the first instance. Can we remind you that if you do intend to close or partially close the school buildings this decision should be made in conjunction with the LA.

The LA has recently reissued the Covid 19 flowcharts of actions for education settings, and these should continue to be followed.

The daily returns you complete of staff and pupils who have Covid 19 assists us with monitoring case levels in Croydon and with strategic planning. Thank you for your support in continuing to provide these returns.

### Temporary change to timescale for issuing of Fit Notes

On 17 December, the government announced a temporary change to the timescale for when Fit Notes will be issued. The reason for this is to give GPs more time to work on the Covid 19 booster programme.

The change applies to staff who go off sick on or after 10 December 2021, and from this date employers can only ask employees for proof of sickness (such as a fit note) after 28 days of sickness (including non-working days).

It is currently anticipated that the change will be in place until 27 January 2022.

### New workforce policies

Following consultation with the unions, the following policies and procedures have been updated:

#### Induction and Probation Policy and Procedure

The Induction Policy and Procedure has been updated to clarify the process.

## Code of Conduct

The Code of Conduct has been amended to take into account the changes in the 2021 edition of Keeping Children Safe in Education regarding low level concerns, and the approach that has been recommended by the Croydon LADO about how to treat these issues.

There are other updates to the Code of Conduct, including an updated appendix about bullying and harassment and discrimination.

Some areas of the Code of Conduct require additions by schools, and these are indicated in red in the policy. There is also a declaration form for staff to sign to demonstrate they have read the policy and will follow it.

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These policies have been uploaded to our website, and schools who wish to adopt them must first have them approved by their Governing Board.

## Maternity Leave and Pay Form

This form has been updated and has been uploaded to our website for your use.

## Difficult Conversations and How to Manage Them

We are pleased to announce a new online training course, Difficult Conversations and How to Manage Them. This is a short online course designed for school management who are required to have difficult conversations with staff. The aim of the course is to give managers confidence on how to prepare for and manage a variety of difficult conversations with their people

We are running the course on **Friday 25<sup>th</sup> February 2022**.

To book a place, go to our website - <https://www.octavopartnership.org/courses/>

We can also deliver the training on a bespoke basis in school. Please contact us if you would like to consider this option.

## Safer Recruitment Training

The importance of safeguarding is something which we all take seriously. A key feature of safeguarding is ensuring that the principles of safer recruitment practice are followed.

As accredited trainers for the Safer Recruitment Consortium, we are able to offer the approved training which looks at all aspects of the recruitment process and what can be done to deter the appointment of unsuitable staff. It also looks at what can be done in schools to promote an ongoing culture of vigilance as a key element of safeguarding pupils.

In maintained schools one member of every recruitment panel must have attended safer recruitment training. As well as recruitment selection, the training also looks at recruitment admin processes and provides valuable background for those responsible for recruitment admin.

We are running the course online over two mornings on

**Thursday 20 January 2022**

**Thursday 27 January 2022**

To book a place, go to our website - <https://www.octavopartnership.org/courses/>

We can also deliver the training on a bespoke basis in school. Please contact us if you would like to consider this option.

## Platinum Jubilee

As you will be aware, an additional public holiday has been announced for Friday 3 June 2022 for the Queen's Platinum Jubilee.

The School Teachers Pay and Conditions Document (STPCD) has been amended to reduce the number of days working in the school year to 194 days a year including Inset days.

For most schools, the additional public holiday will fall in the Summer Term Half Term, and following discussion with the unions, Croydon Council recommended that schools should be closed for an additional day on the Friday before the Summer Term Half Term. However, schools are free to decide which day they want to designate as the additional day's leave.

The entitlement to the additional day will only apply to those staff who are in post on 3 June 2022.

There are potential equity problems for those staff who do not work a five day week, as those who normally work on the designated closure day will receive an extra day's holiday, while those who do not, will not benefit from the extra day.

Because teachers and support staff are on different terms and conditions, how to address this differs between the two groups of staff.

## Support staff

The National Joint Council for Local Government Services (NJC) has provided advice on the matter for support staff (see appendix 1). One option is to give those staff who will not benefit from the extra day, a compensatory day off – however, it is recognised that in schools this could cause service delivery difficulties, and the other alternative is to give those staff a compensatory payment. As a result the NJC have recommended a process to follow to determine the compensatory payment based on a recalculation of the daily accrual rate of annual leave (the amount of leave 'earned' for each day worked) in light of the additional bank holiday. The daily accrual rate for annual leave will change according to the amount of leave an employee is entitled to and the number of days they work in a year. Because there is an increase in leave entitlement and decrease in the number of days to be worked in the 2022/23 leave year, the daily holiday accrual rate will increase.

The daily accrual rate should be calculated on the following basis:

1. Weeks worked multiplied by days worked (by the employee) = number of days worked per year divided by
2. Number of days worked by an all year round employee per year  
(This is calculated as a year's worth of 5 working day weeks = 261 minus the amount of leave a full time employee receives (at the minimum 36 days) = 225)

The daily accrual rate is not however the amount of leave that the individual would be entitled to in relation to the additional bank holiday, and a further calculation is needed to establish this.

To calculate individual entitlement for those staff who will receive a payment, the following process should be followed:

1. Determine the daily accrual rate for a 'normal' year (a) and the jubilee year (b)
2. Multiply both by the number of the days worked in the year to give the leave entitlement (x) for the jubilee year and (y) for a normal year
3. Deduct (y) from (x) to give the increase in leave entitlement for the individual for the platinum jubilee day  
(We have created the look up table below which merges steps 1-3 using annual leave entitlements in Croydon schools to give the platinum jubilee entitlement).
4. Multiply the platinum jubilee entitlement by daily pro rata hours (i.e. x hours divided by 7.2)
5. This gives the entitlement in hours which should be multiplied by the hourly rate of pay

Please note that the example given in the NJC guidance is based on the minimum leave entitlement in the Green Book, and Croydon schools will have a more generous entitlement than this, so the daily accrual rate in the guidance must be adjusted to reflect actual leave.

#### Platinum Jubilee Entitlement table

| Days per week   | 1           | 2           | 3           | 4           |
|---|-------------|-------------|-------------|-------------|
| Days per year   | 39          | 78          | 117         | 156         |
| Calculation based on 28 days (full time equivalent) annual leave and bank holidays for Grades 1-12 for EBCR & non EBCR schools  | <b>0.20</b> | <b>0.40</b> | <b>0.61</b> | <b>0.81</b> |
| Calculation based on 30 (full time equivalent) days annual leave and bank holidays for Grades 12 and above and those with more than 5 years' service for EBCR schools     | <b>0.21</b> | <b>0.41</b> | <b>0.62</b> | <b>0.82</b> |
| Calculation based on 33 (full time equivalent) days annual leave and bank holidays for Grades 12 and above and those with more than 5 years' service for non EBCR schools | <b>0.21</b> | <b>0.42</b> | <b>0.63</b> | <b>0.85</b> |

**The NJC recommends that any additional payment should be made to those affected staff who are in post on 3 June 2022.**

## Teachers

We have not received similar detailed guidance for teachers. However, the STPCD was amended in September 2021 to take into account the additional bank holiday and these extend to the calculation of pay of part time staff. In the current academic year, a part time teacher's availability to work should be pro-rated to 1258.5 hours instead of the normal 1265 hours.

The STPCD guidance in Section 2, part 7, is:

“51.6. Paragraph 51.5 applies to a teacher employed part-time, except that the number of hours the teacher must be available for work must be that proportion of 1258.5 hours for the school year beginning in 2021, which corresponds to the proportion of total remuneration the teacher is entitled to be paid pursuant to paragraphs 40 and 41.”

## Support Staff pay negotiations

The unions have rejected the full and final pay offer that was made to them by the National Employers. They have now entered a period of consultation with their members regarding next steps in the pay dispute.

[UNISON](#) has just announced the outcome of its recent national ballot for industrial action. The Trade Union Act 2016 requires that for any strike action to be lawful, at least 50 per cent of the members entitled to cast a vote must do so, and as the turnout was only 14.5%. UNISON cannot now proceed with industrial action related to the 2021 NJC pay offer. (Of those who participated, the ballot was in favour of taking industrial action). UNISON will be writing to individual employers to inform them of the result in their own organisation. UNISON's national local government committee will be meeting next Tue 18 Jan to discuss next steps.

[GMB](#) is currently conducting a national consultative ballot (closed 13 December) in order to determine whether there is support for strike action. If there is such support, the subsequent formal national strike ballot will be collated on a disaggregated basis, which means that strike action could be taken at each council / school etc. where a turn-out of at least 50 per cent is secured (if members vote in favour of strike action).

[Unite](#) will be conducting a formal national strike ballot from 14 January to 17 February (24 February in Northern Ireland). The results will also be collated on a disaggregated basis.

## Mental Health Support for School Leaders

A new free mental health support scheme for school leaders has been launched and will run until March 2023. It will be delivered by the charity Education Support, and will provide one-to-one counselling and peer support to around 2,000 school leaders, helping those at deputy head level and above with their mental wellbeing. It includes:

- Facilitated online peer support where leaders can safely reflect with other school leaders
- Individual telephone support - time for leaders to explore how they are doing and get emotional support

Leaders can apply now by following this [link](#).

## Flexible Working

The DfE is continuing to promote flexible working in schools. It is developing material to support schools as they consider how flexible working can be implemented and this can be found in a dedicated flexible working [resource area](#).

Timewise Flexible Working Consultancy is working with the DfE and is providing free training and practical support on implementing effective working practices. The webinars are suitable for:

headteachers and multi-academy trust leaders  
governors and trustees  
HR and business leaders

This training was produced in collaboration with DfE and sector experts, and can be accessed [here](#)

## Gender Pay Gap Reporting

Schools, Academies, or Multi Academy Trusts with over 250 staff are required by law to report on their Gender Pay Gap on an annual basis.

LA Maintained schools (including those with a 6th Form) with a headcount of 250 or more on the snapshot date of 31 March in a given year, are required to use this date to report and publish their gender pay gap information by 30 March of the following year. The school's Governing Board is responsible for producing this information as this is not included in the LA's own Gender Pay Gap Report.

Similarly Academies and Multi Academy Trusts with a headcount of 250 or more on the snapshot date of 5 April in a given year, are required to use this date to report and publish their gender pay gap information by 4 April of the following year.

If you would like support with Gender Pay Gap Reporting, this is a service that we can offer.

## Recruitment events

Christine Lonsdale, Recruitment & Development Consultant is due to attend local university events in January/February 2022 with a view to holding an online event before half term. Please contact her on [christine.lonsdale@croydon.gov.uk](mailto:christine.lonsdale@croydon.gov.uk) or 07920657797 if you wish to discuss your recruitment requirements.

## Contact Details

Advice Line: 020 8241 5483 [octavo.hrservices@croydon.gov.uk](mailto:octavo.hrservices@croydon.gov.uk)

Cathy Brearley – Head of HR - [catherine.brearley@croydon.gov.uk](mailto:catherine.brearley@croydon.gov.uk)  
Mobile: 07920657772

Gordon Mackenzie – HR Consultant - [gordon.mackenzie@croydon.gov.uk](mailto:gordon.mackenzie@croydon.gov.uk)  
Mobile: 07920657757

Fiona Evans – HR Consultant – [fiona.evans@croydon.gov.uk](mailto:fiona.evans@croydon.gov.uk)  
Mobile: 07920657755

Christine Lonsdale – Recruitment and Development Consultant –  
[christine.lonsdale@croydon.gov.uk](mailto:christine.lonsdale@croydon.gov.uk) Mobile: 07920657797

David Wiggs – HR & Finance Service Centre Support Officer - [croydonschools@croydon.gov.uk](mailto:croydonschools@croydon.gov.uk)  
or [david.wiggs@croydon.gov.uk](mailto:david.wiggs@croydon.gov.uk) 020 8604 7251

### Recruitment Queries:

Teach in Croydon website: [www.croydoneducationjobs.org](http://www.croydoneducationjobs.org).

Adverts on Croydon Council website: 020 8667 8337; [vacancies@croydon.gov.uk](mailto:vacancies@croydon.gov.uk)

DBS Queries: 020 8667 8337; [schoolsdbcs@croydon.gov.uk](mailto:schoolsdbcs@croydon.gov.uk)

Occupational Health: Ritika Singh - [Ritika.Singh@croydon.gov.uk](mailto:Ritika.Singh@croydon.gov.uk)

Teachers Pensions: Vicki Langston – 020 8604 7190; Julia McDougall – 0208 604 7383;  
[teacherspensionsteam@croydon.gov.uk](mailto:teacherspensionsteam@croydon.gov.uk)

Local Government Pension Scheme: 020 8760 5768 x 62892; [pensions@croydon.gov.uk](mailto:pensions@croydon.gov.uk)

## Liberata Payroll

Technical support: [LiberataSchoolsTechnicalSupport@liberata.com](mailto:LiberataSchoolsTechnicalSupport@liberata.com)

### Team:

Richard Heywood - 020 8603 3340

Mary Rides - 020 8603 3343

Ann Smith – 020 8603 3352

Nandish Sheth – 020 8603 3335

Camila Politanski – 020 8603 3407

## [Appendix 1](#)

# National Joint Council for local government services

**Employers' Secretary**  
Naomi Cooke

**Trade Union Secretaries**  
Rehana Azam, GMB  
Jim Kennedy, Unite  
Mike Short, UNISON

**Address for correspondence**  
Local Government Association  
18 Smith Square  
London SW1P 3HZ  
Tel: 020 7664 3000  
[info@local.gov.uk](mailto:info@local.gov.uk)

**Address for correspondence**  
UNISON Centre  
130 Euston Road  
London NW1 2AY  
Tel: 0845 3550845  
[localgovernment@unison.co.uk](mailto:localgovernment@unison.co.uk)

**To: Chief Executives in England, Wales and N Ireland  
(additional copies for HR and Finance Directors)  
Members of the National Joint Council**

23 November 2021

Dear Chief Executive

## **The Queen's Platinum Jubilee 2022: additional guidance for Term-Time Only employees**

As notified previously in NJC circular dated 13 November 2020, the Government has announced that there will be [an additional bank holiday](#) to celebrate Her Majesty The Queen's Platinum Jubilee.

The late May bank holiday will be moved to Thursday 2 June 2022 and an additional Jubilee bank holiday will be on Friday 3 June 2022.

In accordance with Part 2 Para 7.1 of the Green Book, all employees will be entitled to a holiday with a normal day's pay for the additional bank holiday (pro-rata for part-time employees).

In addition, DfE has laid regulations to reduce the school year from 190 days to 189 days for the academic year 2021-22, as a result of the additional bank holiday. For many staff, this may result in a reduction in their working year.

The NJC recognises that because of the different remuneration arrangements in place in individual organisations, there is no one-size-fits-all approach to whether, and how, to adjust Term-Time Only (TTO) pay and leave entitlement to take account of the additional bank holiday. However, all employers will need to ensure that part-time staff are provided with a pro-rata entitlement for the additional bank holiday.

## TTO employees

In relation to TTO employees, the Green Book Part 4.12 Para 13.2 provides: “If the Government announces an additional public holiday(s), a TTO employee’s pay should reflect the additional public holiday or an additional period of paid leave during term-time could be granted”

### Where there is a reduction in the working year of the TTO employee

The vast majority of TTO staff are contracted to work either 190 or 195 days per year. The NJC advises that in cases where the reduction in the school year means that employers will now require these staff to work either 189 days or 194 days respectively in 2021-22, one approach to providing the additional bank holiday entitlement would be to make no adjustment in the remuneration arrangements for these TTO employees. This will provide these TTO employees with paid leave for the bank holiday as they will receive the same pay but work one day less.

However, for some TTO employees, whether they will benefit from the bank holiday will depend on their working pattern. Where a part-time employee would have been at work on the day of the bank holiday (or the day in the school year which is no longer one of the 190 days of directed time), they should continue to receive pay for this time (as above). This will give them paid leave for the additional bank holiday.

### Where there is no reduction in the working year

However, where a part-time employee’s working pattern means that they are still working for the full number of days / hours for which they are contracted to work annually, they will need to be given an additional pro-rata paid leave entitlement to reflect the additional bank holiday.

**For example:** (see also [NJC circular dated 28 June 2021 “Green Book: updated Part 4.12 guidance”](#))

A TTO employee works three days a week.

39 weeks x 3 days = 117 days per year.

If they have at least 5 years’ service, their holiday entitlement in a normal year would be as follows: 117 days x 0.1551<sup>1</sup> daily leave entitlement = 18.1467 days.

In the year with the additional bank holiday, their working pattern is such that they are still required to work for 117 days in the year, the revised calculation of leave would therefore be: 117 days x 0.1602 = 18.7434 days.<sup>2</sup>

This is an increase in leave entitlement of 0.5967 of a day. This would be the correct pro-rata entitlement when compared to an all-year-round employee. The TTO employee should therefore receive additional pay for the extra leave that is accrued. The NJC recommends that any additional payment should be made to those affected staff who are in post on 3 June 2022.

Yours sincerely,

Naomi  
Cooke

Naomi Cooke



Rehana Azam



Jim Kennedy



Mike Short

<sup>1</sup> To see how this 0.1551 figure is arrived at, please see para 6 at [NJC circular dated 28 June 2021 “Green Book: updated Part 4.12 guidance”](#)

<sup>2</sup> The increase in FTE total paid leave from 35 to 36 days produces an accrual rate of 0.1602 per working day