

For this we stand:
to search for truth;
to live in love;
to grow together.



"Speaking the truth in love, we will grow to become in every respect the mature body of him who is the head, that is Jesus Christ"

Ephesians 4

BISHOP WORDSWORTH'S SCHOOL

PAY & ALLOWANCE POLICY 2026-27 (effective from 1st September 2026)

Definitions:

1. *'Is to', 'are to' and 'must' are obligatory. 'Should' is not obligatory but is good practice and is to be adhered to unless non-compliance can be justified.*
2. *In this Policy some timescales are expressed in working days but, if not so specified, 'day' refers to a calendar day. For staff who work a term time pattern, a working day is defined as a day that the School is open for students (or would normally be open but is exceptionally closed or practically closed: eg for a pandemic). For staff who work other patterns, a working day is defined as a day that they would normally be required to attend for work.*

RATIONALE

1. For employment purposes, Bishop Wordsworth's Church of England Grammar School (the School) is a limited company and its board of directors, the governing body, sets the pay in accordance with this Policy for all existing and new staff. As employer it directed that, from 1st September 2014, appraisal reviews would be the main source of evidence for determining pay progression of teaching staff.
2. This Pay Policy is intended to support the School's statutory duty of promoting high standards for students while at the same time determining pay in accordance with the principles of public life: objectivity, openness, accountability and affordability. National pay rates will be referred to but not necessarily used as pay rises will only be agreed if they are affordable within the School's Budget.
3. The Governing Body promotes equality in all aspects of school life. In relation to this Policy and regarding decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.
 - a. All processes are to be open, transparent and fair.
 - b. All decisions on pay are to be objectively justified against agreed evidence.
 - c. Adjustments are to be made to take account of special circumstances on a case-by-case basis.
 - d. The School is to comply with equalities and other relevant legislation in force at the time of the pay assessment.

- e. Any member of staff may appeal any decision made by the Head or Governing Body that affects their pay. In dealing with that appeal the Governing Body will follow the dispute resolution requirements of employment law, in accordance with Part 4 of the Trade Union and Labour Relations (Consolidation) Act 1992 (as amended). The Appeal Procedure is at Annex A.

AIMS & OBJECTIVES

4. The aim of this Policy is to secure the highest standard of educational provision for our students within available funding and in accordance with the aims and ethos of the School. The Governing Body considers that this core purpose will be fulfilled best in a cohesive school community where all staff are rewarded commensurately with their contributions to student progress in the widest sense, to the School ethos and to the teaching profession.
5. The Governing Body recognises that pay decisions require the careful balancing of a numerous considerations including; educational standards, fairness, recruitment and retention, affordability and the long-term sustainability of the School's staffing structure. Accordingly the objectives of this Policy are therefore:
 - a. To recognise and reward sustained professional contribution, responsibility and impact in a fair, evidence-informed and proportionate manner.
 - b. To support the recruitment, retention and development of a high-quality workforce through the appropriate use of pay progression and discretionary allowances where justified.
 - c. To ensure that decisions relating to pay and progression are made transparently, consistently and with proper regard to relevant evidence, professional judgement and the circumstances of the School.
 - d. To ensure that pay decisions are affordable and consistent with both the effective stewardship of public funds and the long-term financial sustainability of the School.
 - e. To provide a framework within which professional performance, institutional contribution and organisational need may all be considered appropriately in determining pay decisions.
6. In exercising its responsibilities under this Policy, the Governing Body and Pay & Staffing Committee will have regard to the affordability and long-term financial sustainability of staffing decisions within the School's approved budget. The Pay & Staffing Committee does not have authority to exceed the budget determined by the Governing Body.

ROLES AND RESPONSIBILITIES

7. **Delegation.** The Governing Body delegates (in accordance with its Scheme of Delegation):
 - a. To its Pay and Staffing Committee: responsibility for reviewing and determining staff salaries and for making recommendations to the Governing Body for the annual budget needed for pay.

- b. To the selection panel that appoints to vacant posts: responsibility for determining starting salaries for those posts.
- c. To an Appeal Panel: responsibility for hearing appeals from staff against pay decisions.

8. **Staff Governors.** Staff governors are to withdraw from the Pay & Staffing Committee and from an Appeal Panel when pay issues are being considered. Staff governors are to withdraw from selection panels when the salary of the appointee is being decided.

9. **Governing Body and Pay & Staffing Committee.** The Governing Body is responsible for the overall policy and much of the responsibility is delegated to the Pay and Staffing Committee and the Committee's Terms of Reference. In particular the Pay & Staffing Committee is to:

- a. Monitor and update the Pay Policy to ensure that appropriate arrangements for linking appraisal to pay are in place, are applied consistently, fairly and that pay decisions are justified objectively.
- b. Ensure by liaison with the Finance, Audit and Risk Committee that it works within the budget allocated by the Governing Body when making pay decisions or, if necessary, justifying and requesting an increase in budget.
- c. Monitor the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates, to ensure that the School complies with the Equalities Act and other relevant legislation.

10. **Head.** The Head is to:

- a. Consult with staff and their representatives to develop clear and agreed arrangements for linking appraisal to pay progression and revise the pay and appraisal policies based on this consultation, on national regulations and on the directions of the Governing Body.
- b. Consider if effective appraisal arrangements are in place that will provide consistency and fairness for all staff and, if necessary, recommend changes to appraisal and pay policies to the Pay & Staffing Committee for approval.
- c. Ensure that appraisers have the knowledge and skills to apply the School's agreed procedures fairly and consistently.
- d. Monitor appraisal reports and pay recommendations to ensure they conform to the School's policy.
- e. Submit pay recommendations to the Pay & Staffing Committee with appropriate evidence.
- f. Ensure that staff are informed about decisions reached and have the opportunity to comment.
- g. Keep records of recommendations and decisions made (normally by committee minutes).

11. **Appraisers.** Appraisers/Team Leaders are to:

- a. Monitor performance during the appraisal year and record comments on progress at that stage).

- b. Carry out appraisal meetings in a timely fashion and according to the current Appraisal Policy.
- c. Take account of all relevant evidence when finalising a review statement.
- d. Submit all relevant information for scrutiny by the Head by the date requested.
- e. Make recommendations for pay progression to the Head where appropriate.

12. **Teachers and Support Staff.** There is a responsibility on individual teachers and appraisers to work together to implement national regulations and the School's policies. Therefore, staff are to gather any evidence that they deem appropriate to support their appraisal reviews in relation to:

- a. Meeting their performance management objectives.
- b. Fulfilling the Teachers' Standards.
- c. Any other requirements, for example an application to be paid on Upper Pay Range.

PROCEDURES AND PRACTICE – TEACHING STAFF

13. **Reviewing Pay.** The salaries of all teaching staff, including those of the Head, Deputy Heads and Assistant Heads are to be reviewed annually with effect from 1st September. Such reviews do not create an entitlement to pay progression, which will remain subject to the relevant provisions of this Policy, including performance, responsibility, affordability and any applicable progression timescales. The Pay & Staffing Committee will normally complete teachers' annual pay reviews by 30th November and the Head's annual pay review by 31st December. All teachers are then to receive a written statement setting out their salary and any other financial benefits to which they are entitled.

14. **Mid-Year Reviews.** Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating a teacher's pay. A written statement is to be given after any review and, where applicable, is to include information about the basis on which it was made.

15. **Pay Progression for Teachers within the Main and Upper Range.** Decisions regarding pay progression are to be made on the basis of teachers' appraisal reports.. The 'appraisal years' are the previous two consecutive 12-month periods to 31st August of each year respectively. The appraisal will be conducted under the policies that were in place for those years. The minimum requirements to be recommended for progression on the pay spine are:

- i. Two consecutive successful annual appraisal reports in this School since the previous pay progression and:
- ii. To have met their objectives during the appraisal period, unless there were compelling and fully justifiable reasons why some objectives could not be met and:
- iii. Evidence that professional performance continues to develop positively in accordance with the Teachers' Standards and the expectations of the role.

- a. The pay scales for main pay range teachers and for the Head/Leadership Team are at Annex B.
- b. Teachers' appraisal reports are to contain pay recommendations where appropriate.
- c. The decision to accept or reject a pay recommendation is to be made by the Pay & Staffing Committee, having regard to the appraisal report, advice from the Head, and the School's budget.
- d. Teachers are eligible to progress within each spine biennially.
- e. Appraisal objectives and expectations of performance against the Teachers' Standards will become more challenging as the teacher progresses up the main and upper pay ranges.
- f. Judgments are to be properly evidenced, examples include;
 - (1) Improvements in specific elements of teaching expertise identified from continuous professional development.
 - (2) An increasingly positive impact on student academic progress in specialist subjects or across the curriculum.
 - (3) An increasing impact on wider outcomes for students such as spiritual, moral, social, cultural, emotional or physical development.
 - (4) An increasing contribution to the work of the School and its ethos, including organizing, leading or supporting relevant sections of the extra-curricular programs of the School.
 - (5) An increasing impact on the professional effectiveness of team colleagues and other staff.

16. A decision not to award pay progression does not, in itself, imply that the teacher is subject to formal capability procedures. Concerns regarding capability will be managed separately – and only when appropriate - in accordance with the School's Capability procedure (Annex B to the Appraisal Policy). **Progression to the Upper Pay Range (Points 7-9).** Any qualified teacher may apply to be paid on the Upper Pay Range, and it is the responsibility of the teacher to decide whether to apply to be paid on this range. The School will not be bound by any pay decision made by another school.

- a. Applications may be made once a year. The closing date for applications is 31st October each year for progression from 1st September of the following year.
- b. **The Assessment Criteria.** In deciding whether to apply for progress to the Upper Pay Range the Pay & Staffing Committee is to require all teachers to meet the criteria set out in relevant Paragraph of the STPCD, i.e.:
 - (1) The teacher is highly competent in all elements of the relevant standards. 'Highly Competent' is defined as: the teacher's performance demonstrates excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working. They maintain a high level of professional knowledge and provide guidance to other teachers to develop their professional expertise.

(2) The teacher's achievements and contribution to the School are substantial and sustained as defined below:

- i. **Substantial.** Substantial is defined as: the teacher's achievements and contribution to the School has had a substantial impact firstly in raising standards of teaching, learning and progress in their own classroom. In addition, the Teacher has made a significant wider contribution to school improvement, which impacts on the effectiveness of colleagues and on student progress. As with all staff at this level the teacher is also expected to make a significant contribution to the extra-curricular life of the School concomitant with their teaching allocation.
- ii. **Sustained.** Sustained is defined as: the teacher must have had two consecutive successful appraisal reports, which may include evidence from previous schools or employers where the Pay & Staffing Committee considers that evidence sufficiently robust and relevant. Within those appraisal reports, objectives achieved should be commensurate with the salary level of the teacher concerned; thus, objectives for a teacher seeking or paid on the Upper Pay Range would normally be wider ranging and more demanding than those for a teacher on the Main Pay Range. In addition, the teacher will be expected to have demonstrated that their teaching expertise has grown over the relevant period and is consistently strong, resulting in good pupil outcomes.
- iii. Further information, including information on sources of evidence is contained within the Teaching Staff Appraisal Policy.

c. **The Assessment Process.** The annual process is as follows:

(1) The teacher is to submit supporting evidence to the Head by 31 October. This should normally comprise a written rationale of no more than 750 words, together with relevant appraisal documentation and any other supporting evidence demonstrating how the criteria within this Policy have been met. The teacher is to submit supporting evidence to the Head by 31 October. This should normally comprise a written rationale of no more than 1,500 words, together with relevant supporting documentation demonstrating how the criteria within this Policy have been met.

(2) The Head is to assess the evidence provided against the criteria and include a recommendation to the Pay & Staffing Committee.

(3) The Pay & Staffing Committee is to scrutinise applications and recommendations to ensure consistency, fairness and appropriate application of the criteria within this Policy. The teacher is to receive written notification of the outcome of their application by 30th November. Where the application is unsuccessful, the written notification is to include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this Policy.

(4) Applicants may request a feedback meeting with the Head within 10 school working days of notification of the outcome. Feedback should include guidance on areas for further development in relation to the relevant criteria. Successful applicants will move to Spine Point 7 on September 1st of the following year.

(5) Unsuccessful applicants may appeal the decision. The Appeals Procedure is at Annex A.

17. Appointment to the Upper Pay Range (Points 7-9). The Pay & Staffing Committee, or Selection Panel as appropriate, may appoint a teacher to any point on the Main or Upper Pay Range where it is satisfied that the teacher's prior experience, expertise and evidence justify such appointment.

18. Leading Practitioner Posts. There is currently no provision for lead practitioner posts as set out in the national framework i.e. an advanced role designed to model, lead, and improve teaching standards across a school.

ALLOWANCES FOR CLASSROOM TEACHERS

19. Teaching and Learning Responsibility (TLR) Payments. TLRs take account of the levels of responsibility and accountability involved and are to be awarded to the holders of the posts indicated in the agreed staffing structure and weighting grid. All TLR posts have strong academic accountability because the School is a highly academic school.

- a. TLR payments are given to teachers for undertaking a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable. The award may be given while a teacher remains in the same post, or occupies another post in the absence of a post-holder.
- b. The awarding of a TLR payment does not impact the teachers position on the main or upper pay scale.
- c. The relevant body may award a fixed-term third TLR (TLR3) to a classroom teacher for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The duration of the fixed term must be established at the outset.
- d. TLRs may be awarded where there is significant responsibility that is not required of all classroom teachings and where that responsibility:
 - i. is focused on teaching and learning;
 - ii. requires the exercise of a teacher's professional skills and judgement
 - iii. requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum
 - iv. has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils
 - v. involves leading, developing and enhancing the teaching practice of other staff.
- e. A TLR1 must also include line management responsibility for a significant number of people.
- f. The values of the TLRs that may be awarded are at Annex B.
- g. If a responsibility is shared between two or more teachers, the TLR payment is to be shared proportionate to the proportion of the job share hours of each teacher.
- h. The Pay & Staffing Committee may not award more than one TLR1 or TLR2 to

a teacher. A teacher in receipt of either a TLR1 or a TLR2 may also hold a concurrent TLR3.

20. Recruitment and Retention Incentives and Benefits.

a. The Pay & Staffing Committee may pay awards of: £1,285, £2,337 or £3,506 for either recruitment or retention for a maximum normally of three years in the following circumstances:

- (1) Where a vacancy has previously not been filled following an advertisement and selection process.
- (2) In order to ensure the retention of a key member of staff. Where market conditions, in particular a scarcity of expertise, make it likely that where a vacancy arises local recruitment data indicates it will be very unlikely to be filled.
- (3) Where there is considerable relevant curricular, extra-curricular or other skills offered by a single candidate.

b. **Annual Review.** The Pay & Staffing Committee is to review the level of payment annually. (See Section 3 Guidance on Schools Teacher's Pay & Conditions (General) of the STPCD). In exceptional circumstances pay awards for Recruitment & Retention may be awarded for more than three years.

LEADERSHIP SPINE

21. Leadership group pay is defined in accordance with School Teachers Pay & Conditions 2025 (part 2 sections 4-6).

22. **Head.** The Head's salary will be determined with reference to the Leadership Pay School Group as calculated in section 5 of the STPCD, currently group 7. This is commensurate to L24 to L38. Progress within this range will be subject to assessment of performance against a range of criteria, including objectives set in the annual appraisal, academic outcomes at a range of levels and also general performance of the School against the School's Annual and Strategic Development Plans. Decisions concerning salary progression for the Head are delegated to the Pay & Staffing Committee and are subject to affordability.

23. **Deputy Heads.** The salary for the Deputy Heads will be determined within a 5 point range from L17 to L21, with progress being subject to performance against objectives set in the annual appraisal.

24. **Assistant Heads.** The salaries for Assistant Heads will be determined as 6 point range from L11 to L16. Progress will be subject to performance against objectives set in the annual appraisal.

25. **Bursar.** The salary for the Bursar will be determined within a 7 point range from L18-L24. Progress will be subject to excellent performance against objectives set in the annual appraisal.

26. **Deputy and Assistant Heads – Process.** Recommendations for pay progression will be made by the Head for the Deputy Heads and Assistant Heads. Such recommendations will not normally be more frequent than biennial and any progression is discretionary and subject to affordability.

PART-TIME TEACHERS

27. Part-time teachers are to be paid the pro rata percentage of the appropriate full-time equivalent salary. Part time staff will therefore be expected to fulfil their duties and responsibilities pro rata, equivalent to a full-time colleague.

28. Any part time teacher who also has a position of responsibility which attracts a TLR or R&R payment is to receive the total TLR payment unless the responsibility is shared in which case the TLR payment will be divided in the ratio of their working hours.

29. Part time teachers are to be provided with a written statement, agreed by both parties, which sets out the expectations both of the School and of the part-time teacher regarding the deployment of directed time both within and beyond the school day in accordance with the professional duties as stated in the STPCD. Part-time teachers have an entitlement to Preparation Planning (PPA) time pro-rata to full-time teachers.

30. **Payment of Part-Time Teachers for Duties out of Contracted Time.** Where a part-time teacher works or takes part in authorised CPD training on days other than those on which they normally work, the School is to pay the teacher for the hours of the course at the normal contractual rate. Alternatively, subject to authorisation by the Head, the teacher may take time off in lieu under arrangements negotiated with the Head.

31. Supply Teachers. Supply teachers engaged directly by the School will be paid at a rate determined by the School having regard to qualifications, experience, the nature of the role and its associated duties and duration. Where supply teachers are engaged through an external agency, remuneration arrangements will be determined through the relevant contractual agreement between the School and the agency.

UNQUALIFIED TEACHERS

32. For teaching roles, the School will ordinarily appoint teachers who hold Qualified Teacher Status (QTS) or who are working towards QTS in accordance with statutory requirements and relevant guidance.

33. In exceptional circumstances, the Pay & Staffing Committee may appoint an unqualified teacher where this is permissible within the relevant statutory framework and where the School is satisfied that the individual possesses appropriate expertise, experience or specialist knowledge relevant to the role.

34. Where an unqualified teacher is appointed, the School will normally expect the teacher to undertake an appropriate route towards qualified teacher status and will support their development through the appointment of a suitable qualified mentor.

35. Salary placement for unqualified teachers will take account of relevant qualifications, experience, training and responsibilities, in accordance with Annex A and any applicable statutory requirements.

36. Staff employed by the School in teaching roles who do not currently hold Qualified Teacher Status (QTS) will continue to be paid on the appropriate unqualified teacher pay range unless and until they obtain QTS.

37. The Pay & Staffing Committee strongly encourages unqualified teachers, where appropriate to their role and circumstances, to pursue a recognised route towards

Qualified Teacher Status and the School will seek to support such professional development where reasonably practicable.

END OF EMPLOYMENT

38. For teaching staff notice periods are as follows:

- a. to leave at 31 December, give notice by no later than 31 October;
- b. to leave at 30 April, give notice by no later than 28 February; and
- c. to leave at 31 August, give notice by no later than 31 May.

SUPPORT STAFF

39. Details of the structure, grading and assessment of support staff are below. The Pay Scales are at Annex D.

40. **Salary Grades and Increments.** Each salary grade consists of 3 or 4 points on the School support staff pay spine. A new staff member is normally to start on the bottom point of the grade and move incrementally through the grade until the top point is reached when progression ceases. Increments are normally to be awarded each September dependent on satisfactory performance, but increments are not normally to be awarded until a new staff member has been employed for at least six months.

41. **Part Time Staff Holiday Entitlement.** Full time work is 37 hours per week and 52 weeks per year. Part time staff are contracted to work fewer hours per week and/or work fewer than 52 weeks per year: if the latter then weeks worked are normally term time only. Most term time only support staff are contracted to work for 39 working weeks, but some may be contracted for more or fewer weeks depending on job requirements. For all term time only staff, a pro rata annual leave entitlement (of leave plus public holidays) is added to their number of working weeks and included within the pay calculation as set out in the contract. This leave is deemed as taken during of school holidays and there is no entitlement to leave during term time except for statutory entitlements e.g. (Maternity Leave, Paternity Leave (also called Maternity Support Leave), Shared Parental Leave, Adoption Leave) compassionate and similar exceptional circumstances as specified in the Staff Leave of Absence Policy.

42. **End of Employment.** Notice is to be given as required in staff contracts of employment. The last paid day will be the last day of employment except that, if a staff member ceases employment on a Friday or Saturday, they will be paid up to and including the next Sunday.

43. **Leave Requests – 52 Week Staff.** Support staff employed on 52-week contracts are to submit requests to take annual leave to the Bursar/COO normally at least 14 days in advance. The annual leave year runs from 1st September to 31st August.

44. **Support Staff Overtime.** There is no entitlement to over-time for staff of Grade I and above. For staff of Grade H and below: overtime will not normally be agreed but Time Off In Lieu (TOIL) authorised. If TOIL is not appropriate, then work at any time outside contracted hours is to be remunerated at the normal rate of pay unless there are exceptional circumstances.

a. **Exceptional Circumstance.** When there are exceptional circumstances then higher rates of pay may be authorised as follows:

(1) During weekends and public holidays from 0830 to 1700: normal rate of pay multiplied by 1.5 (time and a half).

(2) During weekends and public holidays from 1700 to 0830 (overnight) normal rate of pay multiplied by 2 (double time).

b. **Acting Up.** If the extra hours are 'acting up' by covering for another staff member at a high rate of pay and there are exceptional circumstances, then the 'Exceptional Circumstances' rates at Paragraph 44.a above apply to the rate of pay of the staff member being covered but only if the acting up is for over two working weeks in which case the acting up rate applies from the commencement of acting up.

45. **Authority.** Only the Bursar, the Head and the Deputy Heads are authorised to agree any overtime. Application for overtime is to be made via the staff member's line manager normally at least 48 hours in advance.

46. **Manual Workers.** Manual workers will be appointed to spot salaries in accordance with their conditions of service.

PENSIONS

47. Teachers are ordinarily enrolled into the Teachers' Pension Scheme and support staff into the Local Government Pension Scheme.

48. **Support Staff Pension Discretions.** The Policy on pension discretions for the Local Government Pay Scheme (LGPS) is at Annex E.

OTHER ALLOWANCES FOR STAFF & GOVERNORS

49. The Policy for Staff and Governors duty meals, travel and subsistence allowances is at Annex F.

STAFF ABSENCE POLICY

50. The Staff Absence Policy which includes the arrangements for sick pay, 'self-isolation' and 'shielding' during a pandemic is at Annex G.

CHANGES IN LEGISLATION

51. If any provision of this Policy is inconsistent with applicable legislation, the relevant statutory provision will apply, and this Policy shall be deemed amended to the extent necessary to ensure compliance

MONITORING AND EVALUATION

52. All staff have the opportunity to make specific and general comments on the Appraisal Review form. This includes comments on pay recommendations.

53. Any appeals against pay recommendations or decisions are to be analysed and logged.

54. In accordance with its Terms of Reference, the Pay & Staffing Committee is to monitor the implementation and effectiveness of this Policy each year and report to the Governing Body.

55. This Policy was first adopted on 26th November 2013. The most recent 3 years' review history is below:

31 st March 2024	Annex D changed for National Minimum Wage uplift
19 th August 2024	5.5% pay rise from 1 st September 2024
1 st April 2025	Annex D changed for National Minimum Wage uplift
17 th June 2025	4% pay rise from 1 st September 2025
17 th June 2026	Revisions to numerous areas including unqualified staff following legislative changes. Removal of Absence Policy to standalone.

Annexes:

- A. Appeals – Pay & Appraisal.
- B. Teachers Pay Ranges & TLR Payments.
- C. Support Staff Salary.
- D. Support Staff Local Government Pension Scheme Discretions.
- E. Other Staff & Governor Allowances and Duty Meals.

APPEALS PROCEDURE – PAY & APPRAISAL

INTRODUCTION

1. This is the procedure for staff appeals resulting from the application of School Pay Policy or Appraisal Policy.
2. A member of the teaching or support staff may appeal against any determination in relation to their pay, including any statement in their appraisal, or any other decision taken by the Governing Body or a line manager that affects their pay.

GROUNDINGS FOR APPEAL

3. The grounds for appeal are that the person or committee who determined pay fulfilled any of the conditions below:
 - a. Incorrectly applied any provision of the Pay or Appraisal policies.
 - b. Failed to have proper regard for statutory guidance.
 - c. Failed to take proper account of relevant evidence.
 - d. Took account of irrelevant or inaccurate evidence.
 - e. Was biased.
 - f. Unlawfully discriminated against the teacher.

FORMAT OF APPEAL

4. **Informal Stage.** Initially resolution is to be informal as follows:
 - a. The staff member receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
 - b. If the staff member is not satisfied, he/she should seek resolution by informal discussion with the Head within ten working days of the receipt of notification. In the case of the Head, the matter should be referred to the Chair of the Pay & Staffing Committee.
 - c. Where informal discussion does not resolve the issue he/she may commence a formal appeal.
5. **Formal Stage.**
 - a. The staff member is to submit a written statement with any supporting evidence stating what is being appealed and the grounds for the appeal, which must be one of

the grounds in Paragraph 3 above. The statement is to be forwarded to the Head (or, for the Head, the Chair of the Pay & Staffing Committee) within ten working days of the notification of the decision being appealed against or of the end of the Informal Stage.

b. The Pay & Staffing Committee is to form an appeal panel of three governors to hear the appeal as soon as possible. Governors who participated in the original decision may not sit on the Appeal Panel.

c. The Panel will consider the written evidence, but the staff member may also make representations in person and may be accompanied to the Appeal by a colleague, friend or representative of a recognised professional association or trade union.

d. The Head would normally attend to give evidence of the reasons for the original decision and may be accompanied by, or delegate this responsibility to, an appropriate line manager.

e. Following the hearing the staff member is to be informed in writing of the decision.

TEACHERS PAY RANGES & TLR PAYMENTS

MAIN PAY RANGES

Spine Point	Pay (£)	
9 (UPR 3)	51,174	Points 7-9 constitute the Upper Pay Range (UPR)
8 (UPR 2)	49,354	
7 (UPR 1)	47,590	
6	45,464	
5	42,161	Points 1-6 constitute the Main Pay Range (MPR)
4	39,654	
3	37,194	
2	34,909	
1	32,998	

HEADS AND LEADERSHIP TEAM RANGE

Spine Point	Pay (£)	Spine Point	Pay (£)	Spine Point	Pay (£)
L43	144,155	L29	103,287	L15	73,287
L42	142,047	L28	100,791	L14	71,508
L41	138,574	L27	98,351	L13	69,770
L40	135,196	L26	95,973	L12	68,067
L39	131,906	L25	93,656	L11	66,533
L38	128,767	L24	91,385	L10	64,851
L37	125,658	L23	89,173	L9	63,227
L36	122,611	L22	87,019	L8	61,687
L35	119,647	L21	84,910	L7	60,294
L34	116,745	L20	82,859	L6	58,714
L33	113,930	L19	80,856	L5	57,278
L32	111,168	L18	78,897	L4	55,885
L31	108,472	L17	76,963	L3	54,529
L30	105,858	L16	75,236	L2	53,200
				L1	51,901

TEACHING AND LEARNING RESPONSIBILITY (TLR) PAYMENTS

Level	Pay (£)	Level	Pay (£)
TLR 3a	720	TLR 2c	8,610
TLR 3b	2,099	TLR 1a	10,173
TLR 3c	3,478	TLR 1b	12,463
TLR 2a	3,527	TLR 1c	17,215
TLR 2b	5,810		

PAY SCALES FOR UNQUALIFIED TEACHERS

Level	Pay (£)
UQ1	22,348
UQ2	24,948
UQ3	27,545
UQ4	30,146
UQ5	32,748
UQ6	35,344

SUPPORT STAFF SALARIES

Grade	SCP	Annual Salary	Hourly Rate	Grade	SCP	Annual Salary	Hourly Rate
A	5	Not used		I	28	33,011	17.11
	6	Not used			29	34,319	17.79
B	7	Not used			30	35,467	18.38
	8	Not used			31	36,587	18.96
	9	19,170	9.94	J	31	36,587	18.96
C	10	Not used			32	37,670	19.53
	11	24,499	12.70		33	38,777	20.10
	12	Not used			34	39,874	20.67
	13	Not used		K	34	39,874	20.67
D	14	24,499	12.70		35	40,709	21.10
	15	Not used			36	41,788	21.66
	16	Not used			37	42,961	22.27
	17	24,499	12.70	L	37	42,961	22.27
E	17	Not used			38	44,217	22.92
	18	24,499	12.70		39	45,673	23.67
	19	24,787	12.85		40	46,871	24.29
F	19	Not used		M	40	46,871	24.29
	20	25,694	13.32		41	48,106	24.93
	21	26,630	13.80		42	49,336	25.57
	22	27,319	14.16		43	50,564	26.21
G	22	27,319	14.16	N	43	50,564	26.21
	23	28,125	14.58		44	51,808	26.85
	24	29,045	15.05		45	52,971	27.46
	25	29,962	15.53		46	54,253	28.12
H	25	29,962	15.53	O	46	54,253	28.12
	26	30,941	16.04		47	55,498	28.77
	27	31,970	16.57		48	56,728	29.40
	28	33,011	17.11		49	57,949	30.04

SUPPORT STAFF LOCAL GOVERNMENT PENSION SCHEME DISCRETIONS

INTRODUCTION

1. Each employer who participates in the Local Government Pension Scheme (LGPS) is required to have in place an up-to-date Policy Statement on certain discretions contained within the LGPS regulations. This document sets out the policies adopted by Bishop Wordsworth's School (The School).
2. This document applies to discretions available to the Governing Body under the following Regulations:
 - a. The Local Government Pension Scheme Regulations 2013.
 - b. The Local Government Pension Scheme (Transitional Provisions, Savings and amendment) Regulations 2013.

DISCRETIONS

3. There are several areas where the employer has discretion within the above Regulations. It is mandatory for the employer to publish a written policy statement on certain issues. There are other of provisions where it is useful (but not mandatory) to have a written policy statement. The provisions are at Annex A with those that are mandatory marked 'Mandatory'. For each provision there is a statement of the School's policy in exercising its discretion.
4. An application for a discretion is to be made in writing to the Head.
5. The Pay & Staffing Committee has delegated authority to approve or reject discretions.

APPLICATION OF POLICY

6. This Policy Statement applies to all employees who are eligible to be members of the LGPS.
7. This Policy Statement does not confer any contractual rights upon individual employees, and the School retains the right to change it at any time. Only the Policy Statement which is current at the time a relevant event occurs to the pension scheme member will be the one applied to that member. If the School decides to make amendments, under the regulations it must publish a statement of the amended policy within one month of the date of the decision and the amendment cannot come into effect until one month after the date the Policy Statement was published.

EVALUATION & REVIEW

8. This Policy was adopted by Governors on 27th November 2012 and subsequently reviewed on the dates shown in the main body of this Pay Policy.

Appendix: 1. Policy on Individual Discretions.

**APPENDIX 1 TO
ANNEX D (LGPS DISCRETIONS POLICY) TO
PAY POLICY**

POLICY ON INDIVIDUAL DISCRETIONS

Ser	REGULATION	POLICY ON INDIVIDUAL DISCRETIONS
1.	Reg 31. Whether to grant additional pension to a member (up to £6,500pa) (Mandatory)	The School will not normally exercise this discretion, but consideration may be given in exceptional circumstances after consideration of the costs that would apply.
2.	Reg 16(2)e & Reg 16(4)d: Whether to make either a regular or lump sum Additional Pension Contribution (APC) to a member's account (part or whole funding this) [Note: this discretion only relates to cases when the member is working as normal rather than absent from work with permission but no pensionable pay – in the latter scenario, employers must fund it if necessary] (Mandatory)	The School will only exercise this discretion in exceptional circumstances. It will only be exercised after consideration of the costs that would apply.
3.	Reg 30(6). Whether all or some benefits can be paid if a member aged 55 or over reduces their hours/grade and continues to work ("flexible retirement") (Mandatory)	The School will not normally consider employee requests to take flexible retirement unless there are no costs to the School. However, consideration may be given if there are costs to the School but only in exceptional circumstances after taking into factors such as service delivery and the costs.
4.	Reg 30(8). Waiving actuarial reduction on flexible retirement. (Mandatory)	The School will not normally exercise this discretion, but consideration may be given in exceptional circumstances after consideration of the costs that would apply.
5.	Reg 30(8). Waiving actuarial reduction on early retirement (age 55+) – for both active, deferred members & suspended tier 3 ill health pensions. (Mandatory)	The School will not normally exercise this discretion, but consideration may be given in exceptional circumstances after consideration of the costs that would apply.

6.	TP Regs 1(1)(c) of Schedule 2: Whether to allow the rule of 85 to be “switched on” for members who would normally meet the rule but who will not if they draw the benefits age 55-59 (Mandatory)	The School will only agree to “switch on” the rule of 85 in exceptional circumstances after consideration of the costs that would apply.
7.	Regs 22(8&9). Whether to extend 12-month period to separate previous LG service.	The School will only allow an extension to the 12-month period to separate previous LG service where it can be reasonably shown that the member was not provided with the required information within 6 months of starting employment.
8.	Reg 9(3). Determine rate of employees’ contributions.	The School will review all employees’ contribution bands when there has been contractual change to a member’s full-time equivalent salary or hours during the year. A member’s contribution rate will not be reviewed as the result of one-off additional payments (such as honorariums)
9.	Reg 100(6). Whether to extend 12-month period to allow a transfer-in of non-LG pension rights.	The School will only allow an extension to the 12-month period to combine previous non-LG service where it can be shown that the member was not provided with the required information within 6 months of starting.

Legend:

The School: Bishop Wordsworth’s Church of England Grammar School

LGPS: Local Government Pension Scheme

Reg 16(2)e: Regulation 16(2)e of the Local Government Pension Scheme Regulations 2013

TP Regs: LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014

**TRAVEL AND SUBSISTANCE ALLOWANCES & DUTY MEALS POLICY –
STAFF & GOVERNORS**

GENERAL

1. This Policy has been developed in accordance with the Academies Financial Handbook and the Charities Commission guidance on Trustee allowances. These regulations give Governing Bodies the discretion to pay allowances from the School's annual budget allocation to governors for certain allowances which they incur in carrying out their duties.
2. All staff and governors are entitled to claim either an allowance or the actual costs which they incur in the performance of their duties with the School as set out below.
3. Staff allowances are to be authorised by line managers in advance (to certify that the expense will be necessarily incurred in the performance of School duties) and subsequent claims are also to be authorised by line managers. Line managers are only to agree expenses that can be met from their departmental budgets unless the Bursar has specifically agreed extra expenditure on a case-by-case basis.
4. Governors' may self-certify that the expense was necessary and their claims are to be considered for authorisation by the Company Secretary on behalf of the Governing Body.

TRAVEL – STAFF

5. Staff may claim travel costs to events away from the School for which prior approval has been granted. The smaller of the distance/ cost from the School to the event or the staff member's home to the event is to be claimed.
6. If public transport is used then travel is to be by the cheapest means unless this would be significantly inconvenient or impossible. Taxis are only to be used if carrying heavy luggage or equipment or use of other public transport is impossible: e.g. there is none, or the staff member is injured/disabled.
7. If private cars are used, then the correct insurance is to be held but that for occasional business use is not required as the school holds group cover for such use. Staff are to certify on claim forms that their cars are insured, have a valid road fund licence and are road worthy. No claim may be made against the School for an accident while a private car is used on duty unless the School is legally liable.
8. The rate per mile of 45p for cars and 15p for motorcycles is to be claimed with an addition of 2p for each duty staff member, student or other passenger carried for the benefit of the School.

TRAVEL - GOVERNORS

9. Governors may claim the costs incurred travelling to meetings at the School or to governor events elsewhere. Claims are to be from the home address or, if a governor

travelled from work, then the distance extra to his normal travel caused by the meeting or other event.

10. Governors are to comply with the requirements for staff in paragraphs 6 to 8 above

SUBSISTANCE

11. **Meals.** Staff and governors may claim for expenditure on meals necessarily incurred in the performance of their duties away from their normal place of work or residence. Actual expenditure including, if applicable, service charges, may be re-claimed on receipt of appropriate receipts. The cost of drinks over and above the maxima shown below may not be claimed (alcoholic drinks, even within the maxima, are not allowable). The maximum allowances are:

- a. Breakfast: £7.00 (where duties require departure before 7.00am or an overnight stay).
- b. Lunch: £11.60 (where duties require staff or governors to be away from their normal place of work during the lunch period and no meal is otherwise provided by the School or event organiser. Where staff accompanying students on a School activity or trip are provided with a duty meal by the School, no additional lunch claim may be made).
- c. Dinner: £17.50 (where duties extend beyond 7.30pm or require an overnight stay).

12. **Overnight Accommodation.** The cost of overnight accommodation is to be considered and authorised on a case-by-case basis.

MISCELLANEOUS EXPENSES

13. Staff are to seek prior authority for any miscellaneous expenses.

14. Governors may be reimbursed for miscellaneous expenses e.g.: telephone charges, photocopying, stationery, postage but are expected to use School facilities where feasible.

CLAIMS

15. Claim forms for travel and subsistence are in the Finance Manual or obtainable from the Finance Office. Other claims are to be by letter. Receipts are to be attached as appropriate.

DUTY MEALS – STAFF

16. **Entitlement.** School staff, excluding Leadership Team, who are directly working with students during the lunch break are entitled to a free lunch in the School Dining Room costing up to £3.80. The qualifying criteria for a duty meal are:

- a. Running a lunchtime club or activity involving the direct supervision of students.
- b. Performing a yard duty
- c. Certain other duties as authorised by the Head/Bursar

17. **Procedure.** The Finance Dept is to be notified of all regular scheduled duties. Staff claiming an ad hoc duty meal (eg for a guest) are to notify the kitchen staff member manning the till so the meal can be accounted for to the Finance Department.

DUTY MEALS – GOVERNORS

18. Governors visiting the School for reasons of governance are also entitled to a meal up to £3.80 (excluding VAT). Their host is to action as in Paragraph 17 above for an ad hoc meal.