

# Totley Primary School



## Remuneration Policy

Date Reviewed:	January 2017
Reviewed by:	Nicola Wileman
Policy to be reviewed by:	June 2019



## Totley Primary School Staff Remuneration Policy



### The Aim

The aim of this policy is to ensure staff are remunerated for planning extra duties they take on to support other schools. Staff may only be remunerated where income is generated from the extra duties they have agreed to. This will generally come in the form of supporting other schools.

When requests for support are received by the school the Headteacher and/or Senior Leaders will agree the remuneration rate with the relevant individual members of staff.

Remuneration may be either of the following forms and agreed with the staff member **before** the support/extra work is completed. An amount of time for planning will be agreed in proportion to the amount of support to be given.

Staff will have the choice of:

#### **1. Remuneration in time**

Staff will receive time in lieu which can be taken at a mutually agreeable time. Time off in lieu will not be agreed during particular times of the year (eg SATs) or when whole school events are planned.

#### **2. Financial Remuneration**

Staff may complete a Form 95A to receive financial remuneration through payroll. All financial remuneration is subject to deductions for tax, pensions etc in line with their salary and is paid at their usual rate.

When Totley Primary school has received funding to support other schools or organisations the following procedures will be activated:

- 75% of the total cost paid to Totley Primary School will be added to our school budget to cover any supply costs.
- 25% of the total cost paid will be paid to the member of staff who delivered the support to remunerate them for the preparation time. .
- Where more than one member of staff delivered the support the 25% will be shared.

**Typical daily charged to Schools:**

For Headteacher support:	£400
For Assistant Headteacher Support:	£300
For Class Teacher support	£250
For admin or Support Staff support	£150

*For example:*

*If a school paid £400 per day for the support of Totley Primary School staff, £300 would be paid to the school budget and £100 (25%) would be paid to the member of staff.*

Date approved by governors: April 2014
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Date Approved by staff : April 2014
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