



Kendrick School

Teachers' Pay Policy 2025-26

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Teachers' Pay Policy 2025-26

1. Basic Principles

- 1.1 All teachers employed at Kendrick School are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document. A copy can be found on-line at www.gov.uk. This is a statutory document updated annually for each 1 September. Reference to the relevant document in this policy will mean the current School Teachers' Pay and Conditions Document.
- 1.2 All pay-related decisions are made taking full account of the school development plan and other key school documents and objectives, and teachers and unions have been consulted on this policy. All pay related decisions are taken in compliance with the Equality Act 2010, Employment Relations Acts of 1996, 1999 and 2002 as well as the Part-Time Workers' (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed Term Employees' (Prevention of Less Favourable Treatment) Regulations 2002.
- 1.3 The Trust Board and Headteacher are guided by the DfE's advisory document Managing Teachers & Leaders Pay 2025 and as subsequently amended when making pay decisions.
- 1.4 The aims of this pay policy are:
- maximise the quality of teaching and learning at the school
 - support the recruitment and retention of a high quality teacher workforce
 - enable the school to recognise and reward teachers appropriately for their contribution to the school
 - help to ensure that decisions on pay are managed in a fair, just and transparent way whilst eliminating unnecessary bureaucracy for all concerned
- 1.5 Where timescales are set out in this policy, these will be adhered to where possible. Where timescales are varied, for example because of national consultation periods, staff will be informed.
- 1.6 The Trust Board will maintain teachers' previous pay entitlements in accordance with the principle of pay portability and ensure that teachers suffer no financial or professional detriment as a consequence of changes to the teachers' pay structure.

2. Principles Governing Application of the Policy

- 2.1 The Trust Board recognises that it is bound by the terms of the School Teachers' Pay and Conditions Document; the National Conditions of Service for School Teachers in England and Wales (also known as the "Burgundy Book"); and relevant local collective agreements on conditions of service.
- 2.2 The Trust Board undertakes that it will not restrict the pay range advertised for or starting salary and pay progression prospects available for classroom teacher posts, other than the minimum of the Main Pay Range and the maximum of the Upper Pay Range.
- 2.3 The Trust Board will use the Kendrick School Development Plan as the starting point for consideration of pay issues. The Trust Board will exercise discretion using fair, transparent and objective criteria in order to secure consistency in pay decisions. Job descriptions will exist for all posts, agreed on appointment, will be kept up to date and will be reviewed annually as part of the appraisal process. The policy will be applied in such a way as to comply with the school's commitment to equal opportunities.

- 2.4 The operation of the policy will be monitored by the Trust Board and reviewed annually and amended where necessary due to changes to the teachers' pay structure or changes in Trust Board policy. The policy will be subject to full consultation with staff and the representatives of the recognised teacher organisations.
- 2.5 All members of staff will be able to access a copy of the policy on SharePoint. The School Teachers' Pay and Conditions Document, the National Conditions of Service for School Teachers in England and Wales (the "Burgundy Book") and relevant local collective agreements on conditions of service will in all cases be available within the school for reference.
- 2.6 The School is committed to equality in the development of staff and the financial recognition of performance. The school is compliant with the following legislation, as amended: Employment Relations Act 1999, Equality Act 2010, The Part Time Workers (Prevention of Less favourable Treatment) Regulations 2000, and The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.
- 2.7 Copies of the school's pay policy, and the school's pay scales are available on SharePoint
- 2.8 It is recommended that teachers retain pay related paperwork to assist with monitoring pensions, e.g. payslips, and P60s and annual reviews.

3. Salary Determinations

- 3.1 Decisions on pay other than for the Headteacher have been delegated to the Headteacher by the Trust Board. A review of every teacher's salary with effect from 1 September and no later than 31 October each year (31 December for the Headteacher) and give them a written statement setting out their salary and any other financial benefits as specified in the Document
- 3.2 The Trust Board will apply the principle of pay portability in making pay determinations for all new appointees.
- 3.3 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 an individual's pay. A pay determination will also be made whenever a teacher takes up a new post, where a teacher moves from the main scale to the Upper Pay Range, and whenever any other relevant change is made.
- 3.4 A written statement will be given after any review and within one month of that review. It will contain details showing the decision and reasons for it, basic pay, salary range and position within it, allowances, salary protections, and any fixed term arrangements such as end date or circumstances that will end it, for any affected element of pay. For leadership or leading practitioner staff details of the criteria used to make the pay decision will be included. The statement will also tell staff where the school's pay policy is located.
- 3.5 Where an allowance is awarded, the statement will show why it has been awarded, and whether it is fixed term including the end date and why it is fixed term. The award of a TLR3 allowance will show the above and will state the allowance is not safeguarded.
- 3.6 Where a pay determination leads or may lead to the start of a period of safeguarding, the

Trust Board will give the required notification as soon as possible and no later than one month after the date of the decision.

3.7 Any member of staff absent for an extended period due to ill health or maternity leave will still be subject to a review of performance. The review period may extend to before the usual one year of review if the absence warrants it. Progression will not be unreasonably withheld.

3.8 More detailed information about the pay scales in use in the school are available from the School Business Manager and will be reviewed and updated at least annually.

4 Fairness

4.1 All pay determinations will be informed by the need for fairness of application of this policy. This will be achieved by ensuring all pay recommendations are reviewed by the Trust Board to allow consistency of application of this policy and provide the right of appeal against any pay decision

5 Pay Committee

5.1 The Trust Board will establish a committee to carry out determinations of pay in accordance with the pay policy.

5.2 The terms of reference for the pay/personnel committee are as follows: -

a) Establishment of the Policy

- establishing the terms of the policy in consultation with the Head teacher, staff and trade union representatives and submitting the policy to the full Trust Board for approval.

b) Review of the Policy

- reviewing the policy annually, in consultation with the Head teacher, staff and trades union representatives and submitting the amended policy to the full Trust Board for approval.

c) Fair application of the Policy

- annual pay reviews are carried out using agreed criteria. All decisions are objective and noted.

5.3 The Head teacher is responsible for:

- making recommendations and decisions regarding the annual pay assessments for the deputy head teacher(s), assistant head teacher(s), classroom teachers and support staff in accordance with the terms and objectives of the school pay policy.

- Submitting these recommendations to the Pay Committee

- Ensuring that staff are informed of the outcome of decisions of the Pay Committee and of the right of appeal.

- Maintaining records of, pay decisions, and any appeal outcomes.

- Consulting with staff and trades union representatives as required.

5.4 The Pay Committee is responsible for:

- taking note regarding the annual pay assessments for the deputy head teacher(s), assistant head teacher(s), classroom teachers and support staff following consideration of the recommendations of the Headteacher

- taking decisions regarding the annual pay assessment for the Headteacher following consideration of the recommendations of the trustees responsible for the Headteacher's performance review, and of the external adviser contributing to the Headteacher's appraisal

- submitting reports of these decisions to the full Trust Board; and

- ensuring that the Headteacher is informed of the outcome of the decision of the Pay Committee and of the right to appeal.

- 5.5 Appeals against the decisions of the Pay Committee shall be heard by the Appeals Committee of the Trust Board according to the terms of the school pay policy.
The Pay Committee will comprise of a minimum of three members of the Trust Board excluding staff trustees.

6 Appeals

- 6.1 The arrangements for considering appeals are as follows:

A teacher may appeal against any determination in relation to their pay or any other decision taken by the Trust Board that affects their pay.

- 6.2 The grounds for appeal are that the person or committee by whom the decision was made –

- a) incorrectly applied the school's pay policy;
- b) incorrectly applied any provision of the policy
- c) failed to have proper regard for statutory guidance;
- d) failed to take proper account of relevant evidence;
- e) took account of irrelevant or inaccurate evidence;
- f) was biased; or
- g) otherwise unlawfully discriminated against the teacher.

- 6.3 The order of proceedings is as follows:

1. The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the teacher is not satisfied, they should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
3. Where this is not possible, or where the teacher continues to be dissatisfied, the teacher may follow a formal appeal process.
4. The teacher should set down in writing the grounds for questioning the pay decision (which must relate to the grounds as set out above) and send it to the person or committee who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
5. The person or committee who made the determination should arrange a hearing within 10 working days of receipt of the written grounds for questioning the pay decision to consider this and give the teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the hearing's decision and the right to appeal.
6. Any appeal against this decision should be heard by a panel of three trustees not previously involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The panel will give the teacher the opportunity to make representations in person and to be accompanied by a trades union representative or a work colleague. The decision of the appeal panel will be given in writing, and will include a note of the evidence considered and the reasons for the decision. The decision is final and there is no recourse to the staff grievance procedure.

7. Where the teacher has left the school before the pay decision is made and communicated, the appeal arrangements in point 6 above still apply.

7 Salary Budget

7.1 The Trust Board agrees the school budget and will ensure that appropriate funding is allocated for pay progression at all levels, including threshold progression onto the Upper Pay Range.

8. Working Days

8.1 All teaching staff are required to work 195 days / 1265 hours (or equivalent for part time staff) for the school year. The working days / hours will be specified by the Headteacher.

PART 2 - PAY DETERMINATION

1.1 For new appointments, the pay range for the post will be agreed before recruitment begins and on appointment the appropriate starting salary will be agreed. In reaching these decisions account will be taken of the nature of the post, level of qualifications/skills/experience required, market conditions, and the wider school context.

1.2 Where under performance concerns have emerged during the year and having been discussed and addressed in accordance with the school Performance Policy and with appropriate support and timelines there remain concerns about under-performance, a decision may be taken to withhold incremental progression if a teacher is in formal capability proceedings. It is a principle of this policy that there are no surprises for the teacher at the pay review.

1.3 Reviews will not be unduly delayed beyond 1 September each year.

2. Head Teacher

2.1 On appointment the individual salary range for the headteacher will be determined in line with the provisions of the relevant School Teachers' Pay and Conditions Document, including the group size of the school, and with regard to local considerations such as ease/difficulty in recruiting, complexity of role e.g. Headteacher of more than one school, and salaries being paid elsewhere in the area.

2.2 In setting the individual salary range and starting salary for the Headteacher, trustees will be mindful of the minimum and maximum salary values of the group size pay ranges set out in the relevant School Teachers' Pay and Conditions Document.

2.3 The school group size and/or individual salary range will be reviewed in response to significant subsequent changes, e.g. increased responsibilities, change in student numbers.

3. Deputies and Assistant Heads

3.1 On appointment senior leadership team individual salary ranges will be determined in line with the provisions of the relevant School Teachers' Pay and Conditions Document, and with regard to local considerations such as ease/difficulty in recruiting, and salaries being paid elsewhere in the area.

3.2 The school group size and/or individual salary range will be reviewed in response to significant subsequent changes, e.g. increased responsibilities, change in pupil numbers.

3.3 In setting the pay scale for members of the leadership team, trustees will be mindful of the minimum and maximum salary values of the group size pay ranges set out in the relevant School Teachers' Pay and Conditions Document.

3.4 Leadership group members will be provided with a written statement of their spine point and pay entitlement, together with an explanation of the basis upon which their pay will be reviewed in

future.

4. Leading Practitioners

4.1 The role of Leading Practitioner was introduced on 1 September 2013 with the primary purpose of modelling and leading improvement of teaching skills.

4.2 The pay scale for each Leading Practitioner is determined against and within a minimum and maximum salary value as set out in the School Teachers' Pay and Conditions Document each year.

To date the school has not appointed a Lead Practitioner but may in the future.

5. Post Threshold Teachers

5.1 The pay scale for Upper Pay Range teachers is determined against a minimum and maximum salary value as set out in the School Teachers' Pay and Conditions Document each year. The school applies the three point scale as set out in the 2012 document, with salary values uplifted in line with nationally negotiated increases from time to time.

5.2 On appointment the school will give consideration to the level on the upper pay range the teacher has reached with their previous school and will at least match this.

5.3 The school will ensure that where a teacher arrives within the school on the day at which they become eligible for progress on the upper pay range their progression to the upper pay range will be considered in accordance with this policy.

5.4 The Headteacher, supported by the Trust Board, will ensure that decisions on progress on the upper pay range are taken within the context of the whole school pay policy.

5.5 The school recognises that movement on the upper pay range is not an application process and given that annual pay reviews are a statutory duty on schools. Teachers may choose to draw to the attention of the Trust Board their achievements in relation to performance management objectives. Should they choose not to do so this will not count against them.

Where it is not possible or practical to apply the provisions of statutory guidance, for example due to absence or recent appointment, the Trust Board will take a decision based on the information available.

5.7 Teachers who wish to do so should apply for threshold assessment to the Head teacher and evidence:

- that the teacher is highly competent in all elements of the relevant standards, and
- that the teacher's achievements and contribution to the school are substantial and sustained.

The school is clear that the expectations of staff who have progressed to UPS are different to those responsibilities for which a TLR will be paid.

5.8 The School is not bound by threshold applications a teacher may make whilst also employed at another school.

Threshold Level	Pay (2025/26)
UPS1	£47472
UPS2	£49232
UPS3	£51048

6. Main Scale Classroom Teachers

6.1 The pay range for classroom teachers is determined against a minimum and maximum salary value as set out in the School Teachers' Pay and Conditions Document each year. The school applies the reference points as set out in the 2012 document, to give a six-point pay range, with salary values uplifted in line with nationally negotiated increases from time to time.

6.2 On the appointment of a class teacher who is already being paid on the main pay range or upper pay range, the starting spinal point will be no less than that teacher's current spinal point, and where an increment was due on 1 September, this increment will be honoured.

Main Scale	Pay (2025/26)
M1	£32916
M2	£34823
M3	£37101
M4	£39556
M5	£42057
M6	£45352

6.3 Discretionary Experience Points

6.4 When appointing a classroom teacher to the main pay range the Trust Board will consider awarding an extra point or points on the scale in recognition of other relevant experience that would not attract mandatory experience points in the following circumstances:

One point on the main pay range for each year of service as a qualified teacher in another school, including academies, free schools and independent schools.

- One point on the main pay range for each year of service as a qualified teacher in an overseas school outside the European Economic Area in the maintained sector of the country concerned.
- One point on the main pay range for each year of service teaching in further education, including sixth form colleges.
- One point for each year of service teaching in higher education.

6.5 The Trust Board will consider awarding on a case by case basis consistently, with regard to equal opportunities, fairness and transparency:

- One point on the main pay range for each three year period spent outside teaching but working in a related area. This might include industrial or commercial training, time spent in an occupation relevant to the teacher's work at the school, and experience with children/young people.
- One point for each three year period of other remunerated or unremunerated experience, which includes caring for children during a career break – to a maximum total of two points.

6.6 The school has the discretion to award an extra point on the main pay range for excellent performance over the previous academic year, and with reference to the appraisal assessment for that year.

7. Early Career Teachers (ECT)

7.1 The Trust Board must determine the early career newly qualified teacher's performance and any pay recommendation in line with the statutory induction process set out in the Education (Induction for Early Career Teachers) (England) Regulations 2024. The Trust Board or Headteacher must also ensure that ECTs are not negatively affected by the extension of the induction period from one to two years and that pay progression for ECTs is considered in accordance with this policy.

8. Unqualified Teachers and Instructors

8.1 The pay range for unqualified teachers and instructors is determined against a minimum and maximum salary value as set out in the School Teachers' Pay and Conditions Document each year. The School applies the six point pay range as set out in the 2012 document, with salary values uplifted in line with nationally negotiated increases from time to time.

8.2 The Trust Board will pay an unqualified teacher on one of the employment-based routes into teaching on the qualified/unqualified teacher pay range when appropriate.

8.3 The Trust Board will pay qualified overseas teachers on one of the employment routes into teaching on the qualified teacher main pay range where the employment-based route allows this.

8.4 The Trust Board will, when determining on which point to place unqualified teachers on the unqualified teachers' pay range when they are appointed, take account of any relevant qualifications and experience. Unqualified teachers will be appointed above the minimum in the following circumstances:

Qualifications: one point for a recognised overseas teaching qualification, recognised post-16 teaching qualification; or a recognised qualification relevant to their subject area. (maximum of one point)

Additional points:

- One point on the pay range for each period of one year of service as an overseas-trained teacher
- One point on the pay range for each period of one year of service teaching in further education, including sixth form colleges.
- One point on the pay range for each period of one year of service teaching in higher education

8.5 The Trust Board will consider awarding on a case by case basis consistently, with regard to equal opportunities, fairness and transparency:

- One point on the pay range for each three year period spent outside teaching but working in a related area. This might include industrial or commercial training, time spent in an occupation relevant to the teacher’s work at the school, and experience with children/young people.

- One point for each three year period of other remunerated or unremunerated experience, which includes caring for children during a career break – to a maximum total of two points.

Unqualified Scale	Pay (2025/26)
U1	£22601
U2	£25193
U3	£27785
U4	£30071
U5	£32667
U6	£35259

9. Discretionary Allowances and Payments

9.1 SEN – allowances are paid between a minimum and maximum value as set out in the School Teachers Pay and Conditions Document each year, and in accordance with the criteria set out in the Document.

9.2 An SEN allowance will be paid for any role where the teacher is making a particular contribution to the teaching of students with special educational needs, over and above what would normally be expected of a classroom teacher.

9.3 An SEN allowance will be paid where a teacher qualifies for an SEN allowance and who holds a recognised special educational needs qualification and has experience relevant to the work.

9.4 Teaching and Learning Responsibilities – are awarded as a TLR1 or TLR2 to recognise sustained additional responsibilities within the school which focus on teaching and learning, require the exercise of a teacher’s professional skills and judgement, requires the teacher to lead, manage and develop a subject or curriculum area, or to lead and manage pupil development across the curriculum, have an impact on the educational progress of students other than the teacher’s assigned class/group, and involves leading, developing and enhancing the teaching practice of other staff. The values paid at each level are determined in accordance with the minimum and maximum values and the criteria set out in the School Teachers’ Pay and Conditions Document.

9.5 Such allowances are used to recognise responsibilities in a substantive post or that may be being covered as part of an acting-up or cover arrangement.

9.6 Fixed term TLR3 allowances may be awarded only for clearly time-limited school improvement projects, one-off externally driven responsibilities, or where teachers are undertaking planning, preparation, coordination of, or delivery of tutoring to provide catch-up support to students on learning lost to the pandemic, and where that tutoring work is taking place outside of normal directed hours but during the school day. The fixed-term for which they are to be awarded

must be established at the outset of the award. The Trust Board should not award consecutive TLR3s for the same responsibility unless that responsibility relates to tutoring, as set out above.

From 1st September 2025, the Trust Board may determine the value of any existing or new TLR1 and TLR2 payment, based on the proportion of the TLR the teacher is undertaking - i.e. the proportion of the full-time equivalent responsibility. Where a part-time teacher is taking on the responsibilities associated with a TLR1 or TLR 2, relevant bodies are no longer mandated to utilise the pro-rata principle (as defined at paragraph 40.1) when determining the value of the TLR1 or TLR 2 payment. Equally, a part-time TLR may be awarded to a full-time teacher where the responsibilities are being shared with another teacher.

The Trust Board must act fairly and appropriately when determining the value of a TLR1 or TLR2 payment.

From 1st September 2026, it will become a requirement that the Trust Board will determine the value of all existing and new TLR1 and TLR 2 payments based on the proportion of the TLR the teacher is undertaking - i.e. the proportion of the full-time equivalent responsibility.

The pro-rata principle does not apply to any TLR3 award.

The minimum and maximum values and the criteria for use are as set out in the relevant School Teachers' Pay and Conditions Document each year. The fixed term of the allowance, and the reason for its award, will be clearly indicated to any teacher awarded such an allowance. TLR3 allowances are not safeguarded.

9.7 Continuing Professional Development, Initial Teacher Training, and Out of school learning activities (excludes Headteacher) – staff undertaking CPD outside of the school day, or who contribute to ITT in school, or who participate in out of school hours learning activity may be paid an additional payment.

9.8 Any staff undertaking CPD outside of the school day/directed time are entitled to payment for that work. The Trust Board recognises that this activity is entirely voluntary in nature and that some teachers have commitments which make it difficult for them to attend INSET organised at weekends and outside term-time. In such circumstances the school will endeavour to offer suitable alternative training arrangements within directed time, in line with its commitment to equal opportunities.

9.9 Any teachers who voluntarily undertake school-based initial teacher training activity outside of what would be considered part of normal school/role expectations will be entitled to a payment for that work. Activities will include supervising and observing teaching practice, giving feedback to students on their performance and acting as professional mentors, running seminars or tutorials on aspects of the course, and formally assessing students' competence.

9.10 Any activity that is not seen as part of the normal running of the school will usually be covered by a separate contract of employment, with payment as an hourly rate. Such activity might include planning an initial teacher training course, preparing course materials, undertaking the

marketing, finance and administration of the course, and taking responsibility for the well-being and tuition of initial teacher training students.

9.11 Supplementary contracts for DfE or Government funded initiatives will be paid at a daily rate calculated as 1/195th or an hourly rate calculated as 1/975th.

9.12 Recruitment and retention (excludes Headteacher, Deputy Head, Assistant Head) – allowances are payable at the discretion of the Trust Board where there is difficulty in recruiting or retaining staff. Any such allowance will be time limited and reviewed on an agreed and regular basis.

9.13 Unqualified Teachers and Instructors – allowances to recognise a) sustained additional responsibility which: i) is focused on teaching and learning, and ii) requires the exercise of a teacher's professional skills and judgement, or b) to recognise qualifications or experience which bring added value to the role, may be paid.

9.14 Acting Allowances – where a teacher acts up into a senior leadership role for a period in excess of four weeks, an allowance will be paid to bring the salary of that teacher at least up to the minimum of the appropriate leadership salary range for the post being covered.

10. Part-time teachers

10.1 Teachers employed on an ongoing basis in the school but who work less than a full working day or week are deemed to be part-time. The Trust Board will give any part time teacher a written statement detailing their working time obligations and the mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements. The Trust Board will ensure that part-time teachers are assessed on the same basis as full-time teachers for pay purposes, with the calculation in hours including the appropriate fraction for non-contact time and PPA by comparison to full-time colleagues.

10.2 Any TLR3 awarded to a part time teacher is calculated as an annual value for the project in accordance with the school's pay scales and is not subject to pro-rating.

TLR3 Lower Limit	£702
TLR3 Upper Limit	£3478

11. Short notice/supply teachers

11.1 Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195 and multiplied by the number of days worked.

11.2 Teachers engaged for periods of less than a day will be paid the daily rate if they have taught for the full pupil day and are able and willing to work for up to the recommended 6.5 hours, even if they are not actually required to work any additional hours beyond the end of the pupil day. Such teachers will therefore only be offered an hourly rate either where they have been genuinely

engaged for less than the full pupil day or where they have been unable or unwilling to work additional hours on request.

11.3 Teachers who work less than a full day will have their salary calculated as an hourly rate in accordance with an agreed scale and dividing the annual rate by 1265 to arrive at the hourly rate.

11.4 Teachers employed for a term or more will be paid on the basis of regular pay from the formal start to the formal end of term, e.g. 1 September to 31 December. Teachers employed for a shorter period will be paid on the 1/195 basis. Teachers employed for a term plus part of another term will be paid on the regular basis for the full term and the 1/195 for the part of the other term(s). Part days worked will be paid on an hourly rate calculated from 1265 hours.

12. Pay Progression

12.1 Pay for all teachers will be reviewed annually in accordance with this policy.

12.2 Written recommendations for pay progression for each teacher will be made to the Trust Board for approval.

13. Pay Policy Review

13.1 Notwithstanding nationally agreed pay awards which will be applied from time to time, the contents of this pay policy will be reviewed annually by the Trust Board. Any proposed changes to the provisions of this policy will be the subject of consultation with the Headteacher, teaching staff, and trades union representatives.

13.2 The impact of this policy will be regularly monitored to ensure compliance with equalities legislation, and effectiveness in meeting the school's development needs.