**HOLIDAY AND TERM DATE CLARIFICATION:**

* We aim to have **36 weeks** of teaching days per year (mainstream schools have 39 weeks), but in practice we have **between** **34 and 36 weeks of actual teaching days.**
* Differences in the school year are generally a result of factors such as: an early or late Easter, day of the week for Christmas/New Year, you can’t start term on Fridays or end term on Mondays, etc.
* Some people have asked whether MAD (Moderation and Assessment Day) days were add-ons to the term length. This is not the case - term dates were set before the MAD days were invented.
* Because of our relatively short teaching terms, we cannot continue to have MAD days mid-term because it means even shorter terms for pupils.

**HOLIDAY CALCULATIONS:**

* (52 weeks per year – 36 teaching weeks = 16 weeks school holidays)
* Most years, the school operates for around 36 weeks which includes 5 inset training days. This leaves 16 weeks during which time pupils are not in school.
* Full-time teachers and therapists are entitled to 9 weeks holiday as per contracts.
* Full-time assistants and office staff are entitled to 8 weeks holiday.
* Other members of staff may have different arrangements as per their contract.
* There are 8 days of Bank Holidays across the year.
* If your contract is part time, your allowances will be pro-rated according to the number of days per week you work. You will still get the same number of weeks of time off, but each of your weeks will consist of the normal days per week you work. If you are a part-time Therapist or Teacher working 3 days per week, your annual leave allowance will be 9 weeks or 45 days X3/5 = 27 days. You can use the same calculation to work out how many days you need to work in the school holidays.

**WORKING DURING THE SCHOOL HOLIDAYS**

* Our employment contract allows for paid bank holidays and annual leave (8/9 weeks) which must only be taken during the school holidays. This means that there is an expectation for staff to be working during the school holidays to carry out important planning, report writing, administration, reading, etc.
* Administration staff and Full-Time Teaching Assistants have 8 weeks annual leave and 8 bank holidays and will need to work at school during the school holidays for 30 days (6 weeks).
* Full-Time Teaching Assistants and Administration staff must work the 30 days at school as agreed.
* Full-Time Therapy and Teaching staff have 9 weeks annual leave and 8 bank holidays and will need to work at school during the school holidays for 25 days (5 weeks).
* Joey expects Teachers and Therapists to work **3 weeks / 15 of these days in school**, so that multi-disciplinary and joint working can take place in a more relaxed environment than during term-time, and these should arranged as agreed (with line managers and/or other colleagues). The additional 2 weeks or 10 days may be worked at home during the school holidays, making the total 25 days.
* If you are a part-time Therapist working 3 days per week, your working commitment during the holidays will be 5 weeks or 25 days X3/5 = 15 days. (working 9 days or 3 weeks at school, and 6 days or 2 weeks at home)
* All staff are expected to attend inset days. If an inset day falls on a non-working day for part-time staff, they are still expected to attend inset days, and will be paid for those days.

**NEW PROPOSAL FROM 2017/18 :  the day we break up will be a ½ day for children and then a normal afternoon until 4/5pm for staff to use for moderation/team planning/data collection.**

* Where possible, the next day will be a staff working day for moderation and team planning. We realise that for this December it may not be possible for some staff who have booked flights already.
* These days will count as holiday working days (ie part of the 25 days)
* Like INSET days we would ask part time staff to try and come in even if not a working day.
* There is not a simple solution! We can keep trying different things but the reality is with a staff of over 170 there will never be one way that works for everyone.
* We are working on how to incorporate end of term lunch / celebrations so that everyone can attend.
* Below is a table showing some figures for previous academic years (for comparison!) and going forward, 2017-18 and 2018-19.
* Attached are two calendars, 2017-18 and 2018-19, so that holidays can be booked. It is not yet possible to put in some half terms for 2018-19 as we need to coordinate these with other schools and no-one has fixed them yet!

TEACHING DAYS / WORKING DAYS / TERM LENGTHS

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Academic year** | **Number of teaching weeks/days** | **Number of inset days** | **Number of MAD/staff days at end of term** | **Total number of non-teaching days** | **TOTAL WEEKS WORKED BY STAFF** | **Last day of term** | **Length of each term (less insets)** |
| 2014-15 | 34 wks 3 days | 5 | 1 | 6 | **36 wks** | Friday 17th July | Autumn: 12wks 2 days  Spring: 10wks 4 days  Summer: 11wks 3 days |
| 2015-16 | 35 wks | 4 | 3 | 7 | **36 wks 2 days** | Wed 20th July | Autumn: 12wks 1 day  Spring: 11wks 3 days  Summer: 11wks 1 day |
| 2016-17 | 35 wks 4 days | 5 | 0 | 5 | **36 wks 4 days** | Friday 21st July | Autumn: 12wks 2days  Spring: 11wks 3 days  Summer: 11wks 4 days |
| 2017-18 | 35 wks | 5 | 2 (end of term – part of holiday working days) | 7 | **36 wks**  **Including the 2 days which are part of holiday working days** | Thurs 19th July | Autumn: 12wks  Spring: 11wks 1 day  Summer: 11wks 4 days |
| 2018-19 | 34 wks 4 days | 5 | 3 (end of each term – part of holiday working days) | 8 | **36wks 2 days**  **Including the 3 days which are part of holiday working days** | Friday 19th July | Autumn: 12 wks 1 day  Spring: 11wks 4 days  Summer: 10 wks 4 days |
|  |  |  |  |  |  |  |  |