

**St Margaret Clitherow**  
**Catholic Primary School**



**TOIL PROCEDURES FOR SUPPORT STAFF**

September 2019



# Our Mission



*Learn to love, love to learn*

**Our Mission is to provide a Catholic education based on the life and teaching of Jesus Christ, in which the values of the Gospel underpin all aspects of school life. We insist on the highest standards of academic achievement so that our young people leave us as ‘agents of change’ – educated and caring people who have the qualifications, knowledge and skills they need to flourish as human beings and make the world a better place. We are committed to our mission and to raising standards in order to provide an excellent Catholic education for every child in our care. We work together as one Trust, one family of schools, a community inspired by a vision for excellence.**

## **We aim to deliver our mission by:**

- Promoting our **Core Gospel Values** which underpin all aspects of school life
- Promoting **stewardship** enabling our children to develop an understanding of the wider world and their role as global citizens
- Providing opportunities for our children to be **agents of change** and to make a positive difference to the world in which they live
- **Balancing academic success with wider attributes** & provides for learners broader development enabling them to **develop and discover their interests and talents**
- Promoting our **Learning Values** - resilience, responsibility, independence, creativity & collaboration
- Supporting our children to develop their **character** and help them to keep **physically and mentally healthy**
- Placing an uncompromising focus on the development and application of **reading, writing and mathematics skills**
- Playing a major role in developing our children’s **love and passion for learning**
- Celebrating **equity and diversity** supporting the pupils’ spiritual, moral, social and cultural development
- Developing **children as leaders** by valuing children’s voices and individual contributions and offering a range of opportunities to develop their leadership skills



## **Definition**

Time off in Lieu (TOIL) is re-claiming time owed for additional time that has been worked over the employee's contracted hours instead of paying the employee for the additional time.

## **Scope**

The decision over when additional hours are classed as TOIL or paid overtime will be made by the Headteacher on a case by case basis.

In general, part-time staff undertaking authorised additional hours during or after the school day for ad hoc or non-regular school/pupil activities will receive TOIL for the hours.

Hours worked that are in addition to an employee's normal hours which arise from attendance at training courses or a formally agreed project/activity for a fixed time period will be paid as overtime/TOIL.

Due to difficulties in arranging cover, mealtime assistants will not be entitled to TOIL and any additional hours worked will be paid as overtime.

## **Accrual of TOIL**

Employees must agree the need for the additional time to be worked with the Headteacher **prior to work being undertaken**. Additional time worked that was not approved in advance by the Headteacher will be lost.

The accrued balance of TOIL should not exceed a maximum of 15 hours at any time.

Where there are exceptional circumstances that require TOIL to exceed the limit of 15 hours this must be approved by the Headteacher in advance, and the balance over 15 hours must be taken within 1 month of accrual.

The minimum amount of time that can be recorded for the purpose of TOIL is a block of 15 minutes, eg. if it is agreed that an employee starts work 15 minutes before their contracted start time, this 15 minutes can be recorded as accrued TOIL. However, employees who start 5 minutes early and finish 10 minutes later than their usual contractual hours will not be able to accrue TOIL as this is not a block of 15 minutes.

TOIL will be rounded down to the nearest 15 minutes. E.g if an employee works 20 minutes over their normal hours, they can claim 15 minutes TOIL. If an employee works 25 minutes over their normal hours, they may accrue 30 minutes. If an employee works 35 minutes over their normal hours, 30 minutes can be claimed.

## **Taking back TOIL**

Time accrued over normal working hours should be taken back as soon as practicable after accrual.

The Headteacher must agree when time can be taken back which is mutually convenient for the school and the employee.

Normally no more than one day at a time should be taken back at once, at the discretion of the Headteacher.

Employees on contracts of 39 weeks or more with TOIL balances should take back hours on non-pupil days unless training has been arranged for those days or staff have agreed with the Headteacher to carry out specific tasks on those days.

TOIL must be taken within the academic year. Balances not used by the end of the summer term will not be carried forward and will be lost.

The Headteacher must ensure employees are given reasonable opportunities to take any accrued TOIL.

### **Recording of TOIL**

All TOIL to be worked and taken back must be notified to the Administrator after agreement by the Headteacher.

The Administrator will maintain a TOIL record for each employee which the Headteacher will sign to approve each entry.

Claims for TOIL must be notified to the Administrator for official recording and approval within a month of the work being carried out. Any hours claimed to have been worked longer than one month prior to official notification to the Administrator will be lost.

### **General**

TOIL accrued and not redeemed as outlined will be considered lost and no monetary compensation will be offered.

Any suspected abuse of TOIL may be treated as fraud and may be investigated under the School's Disciplinary Policy and Procedure.

**Approved:** .....(Headteacher)    **Date:**...