



THE
NEW GUILD
TRUST

Gift Days Policy

POLICY

This policy has been adopted on behalf of all academy schools in The New Guild Trust:

**Moorpark Junior School
Jackfield Infant School
Alexandra Junior School
Alexandra Infants' School**

Approval and Review

Committee to Approve Policy	Trust Board
Date of Trustee Board / Academy Committee Approval	May 2023
Chair of Trustee Board / Academy Committee	Mrs L Eagle
Signature	<i>L. Eagle</i>
Accounting Officer	Mrs K Peters
Signature	<i>K. Peters</i>
Policy Review Period	12 months
Date of Policy Review	May 2024

Version Control			
Version	Date Approved	Changes	Reason for Alterations
Initial	2018		
	2019	Change to eligibility	Annual review
	May 2022	No changes	
	May 2023	No changes	

The Governors/Trustees would like to grant 'gift' days off work to all staff, as a gesture of thanks for their dedication, commitment and hard work. ~~This is reviewed annually by the Governors.~~

1. Additional days off work will be granted to school staff as a token of thanks to the Staff from the Governors and to help to redress the "Work Life Balance". The days will be known as "Gift Days". This will be 1.5 days per academic year (September – August) Days cannot be rolled over into other Academic years.
2. In order for the scheme to work all staff must approach it as a team and accept that in order to take Gift Days it will be necessary for them to cover for colleagues who are taking a Gift Day and vice versa. This may affect PPA, Management and Subject Leader time.
3. "Gift Days" will be granted to members of school staff who have been employed at the school for over 12 months. Regardless of the number of hours worked, everyone will be entitled to receive this day.
4. 1.5 gift days is equivalent of one full day and one-half day or three half days (FTE) for part time staff. No more than one full day can be taken at any one time. (One day of their normal hours apply).
5. The days immediately prior to and following all end or start of full term school holidays will not be granted unless in very exceptional circumstances. (Half terms will be considered).
6. It should be the responsibility of each eligible member of staff to apply for the time off. They must give at least 2 weeks' notice of when they wish to take a session off. They will be granted on a "first come, first served" basis. Only one member of staff can be off at the same time and ideally no more than 3 members of staff can take time off in one week. A rota for fairness will be implemented for annual high demand days.
7. In order to assist staff in planning the days, a year planning chart will be displayed in the Staff room showing the agreed days off.
8. Once the time off has been agreed it will not be cancelled unless there are very exceptional circumstances.
9. In the very unlikely event of a member of staff becoming subject to disciplinary, incompetency procedures, their eligibility for a "Gift Day" will be suspended.
10. The scheme will be managed by the senior leadership team who will arrange for staff to cover as necessary. Staff teams will support the senior leaders in arranging and organising sufficient cover. Final decisions will be made in conjunction with the Head Teacher. Ordinarily school events will take priority over gift days and staff should not request a gift day that coincides with known events e.g. teaching and learning reviews, parent and carers' meetings, pupil progress meetings etc. External monitoring visits e.g. OFSTED/LA safeguarding monitoring will override any previously agreed gift days and the staff member will be expected to attend school regardless of their gift day plans and the gift day will have to be cancelled and a new request for time to be submitted as detailed above.
11. The scheme will be reviewed before the end of each academic year and staff informed of their eligibility for the following year.
12. Staff with children in school may not use a gift day request and then request an absence for their child/ren on the same day.
13. This Policy will be reviewed annually by the Governors.