



Hambledon Youth Hut
West Street
Hambledon
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www.hambledonpreschool.co.uk

10.21 Paying staff

All staff are paid on a monthly basis around the 28th of each month, earlier in February. Pension contributions, National Insurance, and tax are deducted accordingly.

Staff wages are averaged out over a 12 month period, (1st September-31st August), and includes 28 days Holiday including Bank holidays. Holiday is Pro-Rata, based on your employment being term time only and the number of hours/days you are employed to work. Wages are paid one month in arrears, by BACS. Overtime is usually paid at the end of the month in which it occurred. Payments are made in accordance with individuals employment contract.

The Preschool provides a signing in and out system for recording staff attendance. The signing in and out sheets are used to calculate salary, monitor absences and overtime. It is important this is filled in correctly otherwise there may be implications for pay.

All staff members are given the opportunity to join the Preschool Pension scheme, run by Nest. Members of staff earning over the threshold stated by the Pension scheme are automatically enrolled, unless you inform us otherwise in writing.

Salaries

Salaries are reviewed on an annual basis. Preschool Practitioners are paid in accordance with the government guidelines for minimum wage.

The Supervisor and Deputy Supervisor are paid at the market rate for the role that they fulfil.

A salary review does not, however, guarantee that any increase to salary will be implemented, as any increases to salary are entirely at the employer's discretion and subject to funds available.

Staff are informed in writing the details of their annual pay, or if there is any increase or decrease to hours and/or pay, and they will be given one months notice. Hambledon Preschool also reserves the right to change opening hours. If this is

required one month's notice will be given to staff and parents, unless instructed by the authorities.

Should you leave Hambledon Pre School before you have accrued annual leave entitlement to cover what has been taken, the financial equivalent to that excess will be deducted from your final salary. Overpayments of salary will also be deducted directly from your salary.

Statutory Sickness Pay/Maternity Pay

Please refer to your employee handbook/contract for detail of any Statutory Sick pay/ Statutory Maternity entitlement you may be entitled to. If a member of Staff is unable to attend work due to sickness they must contact the Supervisor by 7am on the day they are due to work.

Parental Bereavement Leave and Pay

The Parental Bereavement Leave and Pay Act 2018 gives employed parents the right to 2 weeks paid leave if their child under the age of 18 dies, or they have a stillbirth at 24 weeks or later. This applies to deaths on or after 6th April 2020. Parents may be eligible for Statutory Parental Bereavement Pay

For all other absenteeism occurring for reasons outside of Hambledon Pre-School's control, Please refer to Staff Contracts and Staff Handbook.

Emergency closure

In the event that Hambledon Pre-School Committee have to close the Pre-School due to adverse and extreme weather conditions, terrorist attack, electric or hygiene threat, you will be paid for the sessions you are scheduled to work, for up to three consecutive days.

In the event Hambledon Preschool has to partially close or close fully due to Government Guidelines. This may be due to a pandemic (ie Covid-19) or for any other public health and/or safety reasons; the preschool will follow the Government Guidelines with regards to paying staff.

If an employee is working from home during this time, they will be paid as usual, if Government funding for children attending is being received.

If the Government is offering some assistance with paying staff (Furloughing), the preschool reserves the right to apply for the scheme, abiding by the specifications and rules set out in Government guidelines for early years.

No decision on pay in these circumstances can be made without discussion with the Chairperson, committee, supervisor, and staff. The decision is made based on the preschools current financial status and, if a profit or loss will occur. At the end of discussion an informed and fair outcome is reached for all staff, and one month written notice will be given, unless Hambledon Preschool is in severe financial difficulty.

For more details please refer to Staff contracts, Staff Handbook and Pay-rise Policy.