Family Friendly Policy

Approved and authorised for use by the Trust Board 2022

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales

with company number 07698707.

Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

History of Policy Changes

Date	Version	Author	Origin of Change e.g. TU request, change in legislation	Changed by
September 2017	1		Creation of policy	
May 2018	2		Review of policy	DL
February 2019	3		Following consultation with Somerset Unions	DL
June 2019	4		Review of policy	DL
May 2020	5		Review of policy	LH
May 2021	6		Review of Policy	AT
May 2022	7		Review of Policy	K(aa7mo4

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales

with company number 07698707.

Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

Contents

Section A: General introduction	**Page 4 - 6**
Section B: Maternity leave and pay	**Page 7 - 15**
Section C: Paternity leave and pay	**Page 16 - 21**
Section D: Adoption leave and pay	**Page 22 29**
Section E: Parental leave	**Page 30 - 33**
Section F: Shared Parental leave	

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales

with company number 07698707.

Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

Section A: General introduction

1. Introduction

1.1 This policy sets out statutory and contractual rights in relation to maternity, paternity, adoption and parental leave for employees of the Priory Learning Trust (the Trust). It covers rights and responsibilities, arrangements for leave and pay, and provisions for return to work. This policy reflects our commitment to providing equality of opportunity in employment and to developing work practices and policies that support work-life balance. No-one will be discriminated against, be subject to detriment or lose career development opportunities by taking leave under

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales

with company number 07698707.

Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

Additional Maternity Leave (AML)	following OML
Maternity Allowance (MA)	This is paid (up to 39 weeks) to employees who are not entitled to SMP but who meet the qualifying conditions for Maternity Allowance.
Partner	someone with whom you live in an enduring family relationship, but who is not your parent, grandparent, sister, brother, aunt or uncle
Expected Placement Date	the date on which an adoption agency expects that it will place a child into your care with a view to adoption

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales

with company number 07698707.

Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

Section B: Maternity leave and pay

1. Introduction

1.1

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales

with company number 07698707.

Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

4.2 Periods of pregnancy-related sickness absence from the start of your pregnancy until the end of your maternity leave will be recorded as pregnancy related and will be disregarded in any future employment-related decisions.

4.3 If you are absent due to sickness for a pregnancy-related reason during the four weeks before your Expected Week of Childbirth, your maternity leave will start automatically (see paragraph 7, Starting maternity leave).

5. HW*n[re5

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales

with company number 07698707.

Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales
with company number 07698707.

(c) You provide us with a doctor's or midwife's certificate (MAT B1 form) stating your Expected Week of Childbirth;

(d) You give at least 28 days' notice (or, if that is not possible, as much notice as you can) of your intention to take maternity leave; and

(e) You are still pregnant 11 weeks before the start of the Expected Week of Childbirth or have already given birth.

8.2 SMP is calculated as follows:

Weeks 1 - 6	90% of your average weekly earnings, calculated over the Relevant Period. This is called the Earnings-Related Rate.
Weeks 7 - 39	The Prescribed Rate which is set by the Government for the relevant tax year, or the Earnings-Related Rate (90% of your average weekly earnings) if this is lower.

8.3 SMP accrues from the day on which you commence your OML and thereafter at the end of each complete week of absence. SMP payments shall be made on the next normal payroll date and income tax, National Insurance and pension contributions shall be deducted as appropriate.

8.4 You shall still be eligible for SMP if you leave employment for any reason after the start of the Qualifying Week (for example, if you resign or are made

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales

with company number 07698707.

Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

9. Contractual maternity pay

Teachers

9.1 Teaching staff with at least twelve months continuous service at the 11th week before the EWC, will be entitled to receive contractual maternity pay as follows, in addition to payments set out in 8:

Weeks 1 - 4	Full pay (offset against payments made by way of SMP or Maternity Allowance (MA) for employees not eligible for SMP)
Weeks 5 - 6	90 % of s97001 37.32 ref504.96 626.62 0.48001 37.32 ref*EMC q90

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales

with company number 07698707.

Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales

with company number 07698707.

Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

14. Keeping in touch

14.1 We may make reasonable contact with you, which will be sensitive to circumstances, from time to time during your maternity leave.

14.2 You may work (including attending training) for up to ten days during ordinary or additional maternity leave without bringing your maternity leave or SMP to an end. These are known as Keeping in Touch (KIT) days, the arrangements for which, would be set by agreement with your line manager. Any KIT days

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales

with company number 07698707.

Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales
with company number 07698707.

Section C: Paternity leave and pay

1. Introduction

1.1 This section sets out employees' entitlement to paternity leave and pay.

2. Entitlement

2.1 Certain employees can take paternity leave in relation to the birth or adoption of a child. Both men and women can request paternity leave. However, in adoption cases paternity leave is not available to an employee who also decides to take adoption leave. Further details of adoption leave are set out in section D, Adoption Leave and Pay.

3. Paternity leave ±timing and eligibility

3.1 PL must be taken as a period of either one week or two consecutive weeks. It cannot be taken in instalments.

3.2 PL can be taken from the date of the child's birth or adoption placement, but must end:

(a) In birth cases, within 56 days of the child's birth, or if they were born before the first day of the Expected week of Childbirth, within 56 days of the first day of the Expected Week of Childbirth.

(b) In adoption cases, within 56 days of the child's placement.

3.3 You are entitled to PL if you meet all the following conditions:

(a) You have been continuously employed by us for at least 26 weeks ending with:

(b) In birth cases, the 15th week before the Expected Week of Childbirth.

(c) In adoption cases, the week in which you or your partner are notc<AMCID 6[Hn)]TJW*nBT/F2 1t

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales

with company number 07698707.

Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

(iv) Are the spouse, civil partner or partner of someone who has been matched with a child by an adoption agency.

(e) You:

(i) Expect to have main responsibility (with the child's mother, co-adopter or adopter) for the child's upbringing; or

(ii) Are the child's biological father and you expecting to have some responsibility for the child's upbringing.

(iii) Are taking leave for the purpose of caring for the child, or supporting the child's mother, adopter or co-adopter in caring for the child.

4. Notification Paternity Leave

4.1 If you are eligible and wish to take PL in relation to a child's birth or the adoption of a child, you must give us notice in writing of your intention to do so by the end of the Qualifying Week, or if this is not possible, as soon as you can.

4.2 You must confirm using the Trust Paternity Leave Request Form (available on ACCESS):

(a) The Expected Week of Childbirth, or the date on which you and your partner

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales

with company number 07698707.

Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

annual leave entitlement; you will be entitled to take any remaining leave during term time at a time mutually agreed.

Support staff full working year

9.6 Annual leave cannot usually be carried over from one holiday year to the next. If the holiday year is due to end during your paternity leave, you should ensure

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales

with company number 07698707.

Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

13. Requests to change your working pattern

13.1 We will deal with any requests by employees to change their working patterns (such as working part-time) after paternity leave on a case-by-case basis, in accordance with our Flexible Working Policy. We will try to accommodate your wishes unless there is a justifiable reason for refusal, bearing in mind the needs of the business. It is helpful if requests are made as early as possible.

14. Deciding not to return

14.1 If you do not intend to return to work or are unsure, it is helpful if you discuss this with us as early as possible. If you decide not to return you should submit your resignation in accordance with your contract. Once you have done so you will be unable to change your mind g(i)5(nd)31si(be)3(rep15((be)3(rep15((be)8871 0 595.32 842

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales

with company number 07698707.

Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

(b) That you wish to take time off to accompany the pregnant woman to an appointment to receive antenatal care which has been made on the advice of their doctor, midwife or health visitor

(c) The date and time of the appointment

15.5 You should try to give us as much notice as possible of the appointment and wherever possible, try to arrange them as near to the start or end of the working day.

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales

with company number 07698707.

Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales

by an agency that you have been matched with a child. In such cases, SAP shall start:

(a) 14 days before the Expected Placement Date; or

(b) The day after your employment ends,

(c) whichever is the later.

7.5 If you become eligible for a pay rise before the end of your adoption leave, you will be treated for SAP purposes as if the pay rise had applied throughout the Relevant Period. This means that your SAP will be recalculated and increased retrospectively, or that you may qualify for SAP if you did not previously qualify. We shall pay you a lump sum to make up the difference between any SAP already paid and the amount payable by virtue of the pay rise. Any future SAP payments at the Earnings-Related Rate (if any) will also be increased as necessary.

8. Contractual Adoption Pay

Teachers

8.1 Teaching staff with at least twelve months continuous service at the 11th week before the expected week of placement will be entitled to receive contractual adoption pay as follows, in addition to payments set out in 8:

Weeks 1 - 4	Full pay (offset against payments made by way of SAP)
Weeks 5 - 6	90 % of salary (offset against payments made by way of SAP)
Weeks 7 - 18	50% of salary plus any Prescribed Rate SAP to which you are entitled

8.2 You must return to your job for at least 13 weeks as a qualifying condition to receive this contractual adoption pay. If you do not return to work for the 13 week period, you will be required to refund the additional amount paid to you above your statutory entitlement for this period.

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales

with company number 07698707.

Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

12. Childcare Vouchers

12.1 During any pe

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales
with company number 07698707.
Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

18.3 This does not affect your right to receive SAP.

18.4 If you have been in receipt of Contractual Adoption Pay, please refer to section 8.2 for teachers and section 8.5 for support staff.

19. Your rights when you return

19.1 You are normally entitled to return to work in the same position as you held before commencing leave. Your terms of employment shall be the same as they would have been had you not been absent.

19.2 However, if you have taken any period of AAL or more than four weeks' parental

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales

with company number 07698707.

Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

Section E: Parental leave

1. Introduction

1.1 The law recognises and we respect that there will be occasions when working parents wish to take time off work to care for or spend time with their child or children.

1.2 This section of the policy reflects the statutory right of employees with at least one year's continuous service to take up to 18 weeks' unpaid parental leave in respect of each child.

2. Entitlement to parental leave

2.1 Employees who fulfil the criteria set out in this paragraph 2.3 (below) are entitled to take up to 18 weeks' parental leave in relation to each child for whom they are responsible. The rules on how and when parental leave can be taken are set out in paragraph 3 to paragraph 6.

2.2 Any parental leave that employees take in relation to a child while working for another employer counts towards their 18-week entitlement. If you have taken parental leave in relation to a child during previous or concurrent employment, you should provide details to the HR Team.

2.3 To take a period of parental leave in relation to a child, you must:

(a) Have at least one year's continuous employment;

(b) Have or expect to have responsibility for the child; and

(c) Be taking the leave to spend time with or otherwise care for the child.

2.4 You have responsibility for a child if you:

(a) Are the child's biological mother or father (whether or not you are living with the child);

(b) Are the child's adoptive parent; or

(c) Otherwise have legal parental responsibility for the child. For example, if you are the child's guardian.

3. Timing of parental leave

3.1 You can only take parental leave before the child's 18th birthday.

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales

with company number 07698707.

Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

3.2 You are only entitled to take four weeks' parental leave each year in relation to each child. A year for this purpose begins on the date when you became entitled to take parental leave in relation to the child in question.

3.3 Unless the leave is to be taken in respect of a child entitled to a disability living allowance, you can only take parental leave in blocks of a week's leave or a multiple of a week's leave.

4. Notification requirements

4.1 You must give notice of your intention to take parental leave in writing. The notice requirements are as follows:

(a) If you wish to take parental leave commencing immediately on the birth of a child, you must give notice of this intention at least 21 days before the start

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales

with company number 07698707.

Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

(c) If applicable, the child's entitlement to a disability living allowance.

5.2 For details of what evidence is required in your particular circumstances, or if you have difficulties obtaining the evidence, please contact the HR Team.

6. Our right to postpone parental leave

6.1 Where you give notice in accorda

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales

with company number 07698707.

Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales
with company number 07698707.
Registered office address: Priory Community School, Queensway, Weston-

(a) you must have at least 26 weeks continuous employment with us by the end of the Qualifying Week, and still be employed by us in the week before the leave is to be taken;

(b) the other parent must have worked (in an employed or self-employed capacity) in at least 26 of the 66 weeks before the EWC and have earned at least £390 in total across any 13 of the 66 weeks; and

(c) you and the other parent must give the necessary statutory notices and declarations as summarised below, including notice to end any maternity leave, statutory maternity pay (SMP) or maternity allowance (MA) periods.

3.3 The total amount of SPL available is 52 weeks less the weeks spent by the child's mother on maternity leave (or the weeks in which the mother has been in receipt of SMP or MA if she is not entitled to maternity leave).

3.4 If you are the mother you cannot start SPL until after the compulsory maternity leave period, which lasts until two weeks after birth.

3.5 If you are the child's father or the mother's partner, you should consider using your two weeks' paternity leave before taking SPL (see section C Paternity leave and pay). Once you start SPL you will lose any untaken paternity leave entitlement. SPL entitlement is additional to your paternity leave entitlement.

4. Entitlement to SPL when a child is adopted

4.1 You may be entitled to SPL if an adoption agency has placed a child with you and/or your partner for adoption and you intend to share the main responsibility for the care of the child with your partner.

4.2 The following conditions must be fulfilled:

(a) you must have at least 26 weeks continuous employment with us by the end of the Qualifying Week, and still be employed by us in the week before the leave is to be taken;

(b) your partner must have worked (in an employed or self-employed capacity) in at least 26 of the 66 weeks before the Qualifying Week and have earned at least £390 in total across any 13 of the 66 weeks ; and

(c) you and your partner must give the necessary statutory notices and declarations as summarised below, including notice to end adoption leave or statutory adoption pay (SAP).

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales

with company number 07698707.

Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales

6. Notifying us of your SPL dates

6.1 Having opted into the SPL system you will need to give a period of leave notice telling us the start and end dates of your leave. This information can be included when completing your Shared Parental Leave Request form, or it can be given later, as long as it is given at least eight weeks before the start of your leave. You must also state in your period of leave notice the dates on which you intend to claim shared parental pay, if applicable.

6.2 If your period of leave notice gives dates for a single continuous block of SPL you will be entitled to take the leave set out in the notice.

6.3 You can give up to three period of leave notices. This may enable you to take up to three separate blocks of shared parental leave. In exceptional circumstances we may agree to accept more than three period of leave notices.

7. Procedure for requesting split periods of SPL

7.1 In general, a period of leave notice should set out a single continuous block of leave. We may, in some cases, be willing to consider a period of leave notice where the SPL is split into shorter periods (of at least a week) with periods of work in between. It is best to discuss this in advance of submitting any formal period of leave notices. This will give us more time to consider the request and hopefully agree a pattern of leave with you from the start.

7.2 You must submit a period of leave notice in writing setting out the requested pattern of leave. This information can be given when completing your Shared Parental Leave Request form, or it can be given later, as long as it is given at least eight weeks before the requested start date. If we are unable to agree to your request straight away, there will be a two-week discussion period. At the end of that period, we will confirm any agreed arrangements in writing. If we have not reached an agreement, you will be entitled to take the full amount of requested SPL as one continuous block, starting on the start date given in your notice (for example, if you requested three separate periods of four weeks each, you will be entitled to one 12-week period of leave). Alternatively, you may:

(a) choose a new start date (which must be at least eight weeks after your original period of leave notice was given), and tell us within five days of the end of the two-week discussion period; or

(b) withdraw your period of leave notice within two days of the end of the two-week discussion period (in which case it will not be counted and you may submit a new one if you choose).

8. Ending your maternity or adoption leave

8.1 If you choose to take SPL then the maternity or adoption leave that you, your partner or the other parent are taking will come to an end. This is called curtailment.

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales

with company number 07698707.

Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales

with company number 07698707.

Registered office address: Priory Community School, Queensway, Weston-super-Mare, North

11.7 A notice to cancel or change a period of leave will count as one of your three period of leave notices, unless:

(a) the variation is a result of your child being born or placed earlier or later than the EWC or expected placement date;

(b) the variation is at our request; or

(c) we agree otherwise.

12. Shared parental pay

12.1 ShPP of up to 39 weeks (less any weeks of SMP or SAP claimed by you or the other parent/eligible partner) may be available provided you have at least 26 weeks' continuous employment with us at the end of the Qualifying Week and your average earnings are not less than the lower earnings limit set by the government each tax year. ShPP is paid at a rate set by the government each year.

13. Other terms during shared parental leave

13.1 Your terms and conditions of employment remain in force during SPL, except for the terms relating to pay.

13.2 Annual leave entitlement will continue to accrue at the rate provided under your contract. Annual leave cannot usually be carried over from one holiday year to the next. If the holiday year is due to end during your shared parental leave, you should ensure that you have taken the full year's entitlement before starting your shared parental leave. Any holiday entitlement that cannot reasonably be taken before starting your leave may be carried over and must be taken immediately before returning to work unless your manager agrees otherwise. You should try to limit carry over to one week's holiday or less. Carry-over of more than one week is at your manager's discretion. Please discuss your holiday plans with your line manager in good time before starting SPL. All holiday dates are subject to approval by your line manager and the Principal for teaching staff or the Academy Operations Manager for support staff.

13.3 If you are a member of the pension scheme, we will make employer pension contributions during any period of paid SPL, based on your normal salary, in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any shared parental pay you are receiving, unless you inform the HR team that you wish to make up any shortfall.

14. Keeping in touch

14.1 Shortly before your SPL starts we will discuss with you the arrangements for covering your work and the opportunities for you to remain in contact, should you wish to do so, during your leave. Unless you request otherwise, you will

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales

with company number 07698707.

Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

remain on circulation lists for internal news, daily brief, training and work-related social events.

14.2 We may make reasonable contact with you from time to time during your SPL although we will keep this to a minimum. This may include contacting you to discuss arrangements for your return to work.

14.3 You may ask or be asked to work (including attending training) on up to 20 "Shared Parental Leave-in-touch" days (SPL

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales

with company number 07698707.

Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales