



Maternity Policy

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Lead Staff	Jane Hatwell
Chair of Governing Body	Alex Krutnik
Headteacher	Jane Hatwell

Mission Statement

We accept all pupils **as they are** and believe that every one of them is **entitled** to the very **best education**, delivered in an **environment** that is **supportive, caring** and **safe**.

Our goal is to develop our pupils to become:

- **Successful** Learners.
- As **independent** as possible.
- **Confident** individuals and self-advocates.
- **Effective** communicators and **contributors**.
- **Responsible** citizens.

We will do this by working to **ensure we get every aspect of their provision just right**, helping them to achieve academically, personally, socially and morally.

Stone Bay School: ***“getting it right for every pupil”***.

Rights Respecting Schools

The Unicef UK Rights Respecting School Award (RRSA) is based on principles of equality, dignity, respect, non-discrimination and participation. The RRSA seeks to put the UN Convention on the Rights of the Child at the heart of a school’s ethos and culture to improve well-being and develop every child’s talents and abilities to their full potential. A Rights Respecting School is a community where children’s rights are learned, taught, practised, respected, protected and promoted.

Stone Bay has been awarded the Silver Award by UNICEF. This is awarded to UK schools that show good progress towards embedding children’s rights in the school’s policy, practice and ethos, as outlined in the RRSA Strands and Outcomes

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Where you indicate that you ‘will’ return to work contractual half pay will be paid

during your maternity leave.

If you are a member of support staff you must return to work for at least 13 weeks

following your maternity leave in order to retain your contractual half pay.

If you are a teacher you must return to work for at least 13 weeks, or the equivalent,

following your maternity leave to retain your contractual half pay. Should your

employer agree to you returning to your teaching role on a part time basis, the period

must equate to 13 weeks full time service. Similarly, where the employer agrees, a

part-time teacher may return to work on different part-time basis for a period which

equates to 13 weeks part-time service under the previous contract.

The qualifying period of return includes school closure periods.

You must return to the same school you were employed at prior to your period of

maternity leave.

Please be aware that if you do not return to work for the required time period your

employer is entitled to reclaim the contractual half pay you have received.

6.6

Maternity Allowance

If you are not entitled to SMP you may be entitled to Maternity Allowance. Your

payroll provider will give you form SMP1, stating the reason why you do not qualify

for SMP. This form must be submitted when you make an application for Maternity

Allowance.

If you think you are entitled to Maternity Allowance further details and an application

form are available at:

<https://www.gov.uk/maternity-allowance/how-to-claim>

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6.7

Deductions from Maternity Pay

Both
SMP
and
CMP
are
subject
to
PAYE
tax,
National
Insurance
and
Pensions

contributions. If you have a period of unpaid leave it is possible that you will be eligible

for a tax refund at the end of the tax year, or you may pay lower PAYE for the initial

period after return to work. Any other voluntary deductions will be taken from your

pay as usual.

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During Maternity Leave

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Your contract of employment will continue during your maternity leave.

You will

continue to qualify for your statutory employment rights. Your period of leave will

also count towards any qualifying service for your statutory entitlements.

7.1

Notification of Birth

You should inform your Headteacher of the actual date of birth of your baby as soon as

possible. They will in turn notify Schools' Personnel Service.

7.2

Annual Leave

Support Staff

For all year round support staff, annual leave accrues during maternity leave, and can

be taken all or in part before returning to work. Contractual holiday pay will occur

when maternity pay has ceased. When maternity leave spans two annual leave periods,

the whole of the accrued leave should be transferred to the new leave year.

For term time only employees, your leave is expected to be taken during period of

school closure and payment for your leave entitlement is included in your salary. If, as

a result of your maternity leave, you do not receive your correct proportion of holiday

pay entitlement, you should make enquiries with your Headteacher.

The annual leave period for support staff runs from 1

st

April to 31

st

March

Teachers

If you are a Teacher you are entitled to 28 days (pro rata) annual leave entitlement,

inclusive of Bank Holidays, under the Working Time Regulations. This is taken within

the school closure periods.

A teacher who takes maternity leave must be able to take the 28 days' statutory annual

leave at a time outside of her maternity leave period. No part of the maternity leave

can be treated as annual leave.

Your annual leave entitlement is offset by any period of school closure that has taken

place in the leave year in question, i.e. both before and after the maternity leave

period.

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Where your return from maternity leave is close to the end of the annual leave year

any leave entitlement should be carried over to the following leave year. This leave

should be taken during the remaining periods of school closure after the 28 days annual

leave for that leave year has been accommodated.

The annual leave period for a teacher is deemed to run from 1st September to 31st August.

7.3 Pension

When you start your Maternity Leave and whilst you are receiving Maternity Pay, you

will be required to pay pension contributions and these will be deducted from your

salary in the normal way. You will be required to pay pension contributions for the

period of paid maternity leave based on the actual amount you are paid, so will be less

than you normally pay.

Support Staff

As a member of the Local Government Pension Scheme, when you return to work you

will have the option to pay pension contributions for the period of unpaid absence,

where applicable. If you wish to pay these additional pension contributions please

inform your school / academy. The School's personnel and payroll provider will write

to you providing you with the details of the amount of arrears so that you can make a

decision whether or not to pay. Contributions will be based on the value of your

statutory maternity pay so will be less than you normally pay but your membership of

the scheme will be credited at normal length. If you decide not to pay for your period

of unpaid maternity leave this will not count in any way for pension purposes.

Teachers

As a member of the Teachers Pension Scheme, if you do not qualify for SMP and CMP

or where maternity pay ends, you will cease to be a member of the scheme for the

unpaid period and you will not be able to pay arrears for this period. Contributions will

begin upon your return to work.

7.4

Contact During Maternity Leave

Your Headteacher can make contact with you (and visa versa) whilst you are on

maternity leave, as long as the amount and type of contact is not unreasonable. This

contact is necessary to ensure discussions take place regarding return to work plans

and to ensure you are kept up to date on important developments within the workplace

including any job opportunities or promotions that arise.

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7.5

Keeping in Touch Days

Before starting maternity leave your Headteacher will agree how best to keep in

contact with you.

During maternity leave you may work up to 10 'Keeping in Touch Days' (KIT Days) which

are intended to help you keep up to date with the work environment and to help

prepare for your return from leave. KIT days may be paid without affecting your

statutory maternity pay or leave.

However, where a KIT day is worked during the paid part of your maternity leave, the

KIT hours/days will be offset against any pay you are currently receiving. This means

that unless the pay for the hours you work in that week exceeds the pay you are

currently receiving, there will be no payment made for the hours worked.

If you work a KIT day in the unpaid part of your leave you will receive pay for hours

worked.

Working for any part of a day will count as one KIT day.

For further information on KIT days and examples of the offsetting rules please refer

to your Headteacher.

7.6

Redundancy and Re-organisation

Should the school commence a redundancy or reorganisation process either prior to or

during your maternity leave, your Headteacher will discuss with you any impact this

might have on your job role or entitlement to maternity leave or pay.

7.7

Fixed Term and Temporary Contracts

If you are employed on a fixed term or temporary contract which is due to end either

prior to or during your maternity leave for a reason unrelated to your pregnancy or

maternity, your Headteacher will discuss with you any impact this may have on your

entitlement to maternity leave or pay.

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Returning to Work

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You must notify your Headteacher of the date you intend to return to work. Unless the

Headteacher is otherwise notified, your return to work date will be the first working

day after the end of the 52 weeks maternity leave. The School's personnel and payroll

provider will inform you in writing before you start your leave of the date you are

expected to return. You will not receive any further notification and it is expected that

you will return to work on this date.

If you do not return by your latest date of return, you risk losing the right to return.

8.1

Right to Return

After the period of ordinary leave, you will have the right to return to the same job.

After additional leave you will have the right to return to the same job or, if not

reasonably practical, an appropriate alternative job. Exceptions may occur where

there is for instance, a redundancy or the end of a fixed term or temporary contract.

In these circumstances you will be offered suitable alternative work, where available.

8.2

Returning to Work Early

If you decide that you want to return to work before the end of your maternity leave

period then you will need to give your Headteacher 8 weeks notice of your new

intended return date.

If you do not give the required notice period and the earlier return can not be

accommodated within the school your Headteacher may request that you remain on

maternity leave until the 8 week notice period has elapsed.

The 8 weeks notice period may include school holidays and closure periods.

8.3

Delays in Returning to Work

Delays may occur where there has been an interruption of work (whether due to

industrial action or some other reason). You should return when work resumes, or as

soon as is practical. If this situation occurs, please consult with your Headteacher.

8.4

Sickness

If you are unable to return to work due to illness, maternity leave is not extended but

normal sickness procedures apply.

8.5

Requesting to Change your Working Hours

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You may wish to request to change your work pattern / hours on your return

from maternity leave. You should discuss this with your Headteacher in the first

instance and make a formal request in writing under the school's Flexible Working

Policy.

Your Headteacher will need to consider your request carefully and will provide you with

specific business reasons if this cannot be accommodated.

Guidance on your right to request flexible working can be found in the School's Flexible

Working Policy.

8.6

Facilities for New Mothers

New mothers who wish to breastfeed or express / store milk at school on their return

to work should discuss this with the Headteacher at the earliest opportunity so that

appropriate arrangements can be considered.

8.7

Leaving the School

If you decide not to return to work from maternity leave, you must formally resign

giving written contractual notice to your Headteacher. Your contract will terminate at

the end of your contractual notice, or, at the end of your Statutory Maternity Pay

period, whichever is later. If you return to work and then decide to resign, you must

give contractual notice.

If you leave employment before completing the required period of service upon return

from maternity leave and have received payment of the 12 weeks half pay, this must

be immediately repaid (please refer to section 6.5 for further details).

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Other Family Leave Entitlements

9.1

Maternity Support Leave

Fathers or partners may be entitled to take 1 or 2 weeks leave to look after their new

born baby. Please refer to the Maternity Support Leave Information Pack for further

details.

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Shared Parental Leave

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Shared Parental Leave enables both parents to request periods of leave to care for their

baby during their first year. Please refer to the Shared Parental Leave Information Pack

for further details.

9.3

Parental Leave

Employees with parental responsibilities may wish to request periods of parental leave

specifically to take care of the welfare of their child. Up to 18 weeks unpaid leave may

be requested up until the child reaches the aged of 18.

Please refer to the School's Special Leave Policy for further details.

9.4

Parental Bereavement Leave

Employees may request a period of up to 2 weeks parental bereavement leave in the

event of the loss of a child under the age of 18 or in the event of stillbirth after 24

weeks of pregnancy for whom they are the legal parent or in circumstances where they

are the primary carer and have a parental relationship with the child.

This leave may

be paid where the Employee meets the qualifying criteria.

Please refer to the School's Special Leave policy for further details.

9.5

Emergency Dependent Care Leave

The School has a statutory obligation to grant Employees a reasonable period of

unpaid time off work to deal with unforeseen or emergency situations involving a

dependant who relies upon the Employee for assistance.

Circumstances, in which time off may be permitted include but are not limited to:

- Providing assistance if a dependant falls ill, is injured or assaulted or is unexpectedly taken into hospital
- Making arrangements for the care of a dependant who is ill or injured
- If a child is involved in a serious incident at the School or during School hours
- Dealing with an unexpected breakdown / disruption in the usual arrangements for the care of a dependant
- Taking action that is necessary following the death of a dependant.

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Each request will be considered on a case by case basis. As a guide the time off should

be sufficient to enable the Employee to deal with the immediate situation and make

any necessary longer term arrangements. In most cases a day or two will be sufficient

to deal with the immediate circumstances.

Please refer to the School's Special Leave Policy for further details.

Appendix 1: Child Care Choices

There are a number of childcare options which you may wish to consider on returning

to work, these include:

- Pre School and Play Groups
- Day Nurseries
- Childminders
- Nannies and Au Pairs
- Breakfast and After School Clubs

Kent County Council's Childcare Advice Line can provide information and guidance on

finding a childcare provider and meeting childcare costs.

They can be contacted on:

Telephone: 03000 41 23 23

Email:

kentcfis@theeducationpeople.org

Website:

<http://www.kent.gov.uk/education-and-children/childcare-and-pre-school/advice-about-childcare>
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Whatever form of childcare you decide, you will need to organise a contingency plan

in the event of unexpected illness (child and carer) and holidays.

Childcare Costs

The Government offers a range of initiatives to support eligible parents with the cost

of childcare.

This includes

- including tax free childcare between the ages of 0 and 11
- 15 or more hours of free childcare for parents of children aged 2 years or over.

To find out more please visit:

<https://www.childcarechoices.gov.uk/>

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Childcare Vouchers

The Childcare Vouchers scheme closed to new entrants in October 2018.

Existing scheme members may continue to receive childcare vouchers until:

- You no longer wish to receive the vouchers
- You change the school at which you are employed

If you are in a Kent School / Academy and currently access the Childcare Voucher

Scheme, to find out more please visit:

<https://kcc.rewardgateway.co.uk/SmartPage/NewCCVchanges>

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Appendix 2: Additional Information

Statutory Maternity Guidance:

<https://www.gov.uk/maternity-pay-leave>

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<https://www.gov.uk/working-when-pregnant-your-rights>

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<https://www.gov.uk/employee-rights-when-on-leave>

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KCC Guidance and Risk Assessments for New and Expectant mothers:

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/health->

[safety-and-welfare-assessments](http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/health-safety-and-welfare-assessments)

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Additional Entitlements

Once you become pregnant you become entitled to certain NHS services free of

charge. You may also be entitled to receive additional state benefits whilst you are

pregnant and after the birth.

Further information is available from:

Department of Work & Pensions

<https://www.gov.uk/browse/benefits/families>

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NHS England

<https://www.nhs.uk/NHSEngland/Healthcosts/Pages/Prescriptioncosts.aspx>

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