

# The Auriga Academy Trust

## Continuing Professional Development Policy

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## 1. Principles, Values & Entitlements

At The Auriga Academy Trust, we value all our staff, Governors and Trustees and see them as education's best resource and we actively encourage their development. We recognise that Continuing Professional Development (CPD) promotes high morale, motivation, self-esteem and collegiality in the workforce.

The Trust gives a high priority to professional development and wants all staff to take ownership. Staff development is necessary to ensure that staff have the skills, knowledge and understanding to deliver the aims of the Trust. It is important that the schools within the Trust are seen as learning organisations for the adults within them as well as for the pupils.

All staff members have an entitlement to high-quality induction and continuing professional development. All staff will have opportunities through appraisal and other mechanisms to discuss and make requests regarding their professional development needs. Equally, Governors and Trustees need to have appropriate induction and training to carry out their duties effectively.

There is a commitment to staff development that balances Trust, school and individual priorities. Improving standards and the quality of teaching and learning will be the main focus for CPD planning and provision. However, professional development needs and aspirations that individual staff members have identified also need to be considered. The ultimate aim is the improvement in the practice of individuals and teams in order to raise standards in teaching and learning. This will be facilitated by creating professional learning communities in which supportive and collaborative cultures directly extend the capacity for continuous self-improvement.

Professional development can take many forms and can be accessed

- externally, through training, further study or research, the Local Authority, Further and Higher Education Institutions, subject associations and commercial/voluntary sector providers.
- through cross-school and virtual networks.
- within school.

Examples of professional development include but are not limited to; induction, coaching and mentoring, lesson observation and feedback, observation and sharing of good practice, collaborative planning and teaching, shadowing, peer observations, whole school development events, attendance at courses, visits to other schools and distance learning.

Access to development opportunities must be available to all school staff regardless of race, age, gender, disability. Provision must conform to the requirements set out in the Trusts Equalities Policy.

## 2. Standard Operational Training

All schools are required to provide standard training to all staff. Standard operational training covers 5 key areas:

1. Safeguarding training
2. Operational Class training
3. HR training
4. GDPR and Cyber Security training
5. Health & Safety training

Trust wide **safeguarding training** and **cybersecurity** must be completed by all staff on the first inset days of the academic year. The safeguarding training delivered will be as directed by the Trust safeguarding lead and will address all updates in Keeping Children Safe in Education and other statutory documents. The cybersecurity training involves watching the National Cyber Security Centre training video, the link is as follows:

<https://www.ncsc.gov.uk/information/cyber-security-training-schools>

It is strongly recommended that the video is watched as a group and any questions addressed by the Headteacher at the end of the session. Staff will be required to log into Every HR and confirm they have attended the Safeguarding training and watched the NCSC video.

It is the responsibility of the Headteacher to ensure the remaining standard operational training is completed in line with the schedule outlined in **Appendix 1**. To facilitate this, Trust HR will allocate courses on Every HR to individuals for completion based on the timescales listed in **Appendix 1**. Any barriers to an individual completing the assigned training, must be raised with Senior Leadership.

The level of **standard operational training** required is dependent on the individual's role within the school and is outlined in summary in **Appendix 1**. **Appendix 2** highlights training required for **specific roles** within the schools e.g. fire wardens. It is at the discretion of the Headteacher as to how many staff members and who undertakes this training, however recommended minimum numbers (based on pupil and staff numbers) are included at the end of **Appendix 2**.

Standard operational training is provided to new staff when they join a school. This is outlined in the **Induction Policy** and **Appendix 3**.

### **3. Recording and Monitoring Training**

Once completed, all training must be logged as complete on Every HR. If training is not completed through Every HR, employees should email Trust HR ([HR@aurigaacademytrust.org.uk](mailto:HR@aurigaacademytrust.org.uk)) and inform them of the training completed. Trust HR will then update the employee's record. HR are responsible for monitoring the completion of training using Every HR and will provide a half termly report summarising the completion of training to Headteachers for action.

### **4. Leadership and Management of CPD – Trust Responsibilities**

The Trust overview of CPD is monitored by the CEO and the Trust Finance and Resources Committee, and aims to

- identify shared areas of improvement across the Trust.
- identify areas of best practice that can be shared across all schools.
- encourage staff from different schools to attend the same training to encourage cross school synergies.
- manage the Trust's existing training offer to support other schools and institutions (e.g. Makaton and Team Teach)
- develop the training and support offered by the Trust to other schools and institutions in line with the Trust's aim to be recognised as a Centre of Excellence.

### **5. Leadership and Management of CPD – School Responsibilities**

The school Senior Leadership Team within each school is responsible for monitoring the training needs of the staff within their school. The Senior Leadership Team of each school will inform staff, and the CEO, of whole school training priorities linked to the school improvement targets at the beginning of each academic year with termly updates being provided.

The Headteacher for each school is responsible for overseeing Professional Development and for ensuring that the school's CPD needs and those of the staff working within it are identified. The school CPD plan is contained within the School's Development Plan. This plan is updated annually following the appraisal process in the Autumn term, after individual staff development needs have been identified and fed through to the Headteachers.

CPD planning will be informed by a range of sources:

- any Trust specific training identified on the Trust development plan;
- the needs of the school as identified through its School Self Review (SSR) and outlined in the School Development Plan (SDP);

- outcomes from the staff appraisal (for teachers) and performance management (for all other staff);
- issues identified through other monitoring, e.g. OFSTED, external audit, School Improvement Partner visits, school awards e.g. Healthy Schools;
- national and local priorities, e.g. national strategies, local authority strategies, local community priorities;
- feedback from staff and others including governors, pupils and parents/carers through consultations, surveys etc
- individual requests for CPD made outside of the performance management process, or for further study leading to qualifications (e.g. MA or teacher training).
- when relevant within their role, the requirements for individual workers' rights e.g., *Health & Safety at work Act 1974*

In order to demonstrate the impact of CPD on pupil outcomes, achieving school priorities, and value for money, CPD should be evaluated and reviewed prior to the beginning of the new SDP and CPD planning cycle. This should be done in conjunction with budget planning for the next academic year.

Each school within the Trust will ensure that it will use resources carefully to support CPD and that its budget is used to ensure best value by:

- Targeting the priorities identified by the school through the School Self Review and SDP processes and those identified for professional development through the appraisal process.
- Recognising that the training needs of Early Career Teachers (ECTs) are a priority.
- Ensuring staff and Governors undertake joint training when and if appropriate.
- The Headteacher reporting to Governors via routine Headteacher Reports, to inform the Governing Body of the impact and need for ongoing professional development of staff.
- Recognising that staff's health & safety and workers' rights are important.

## **6. CPD and the Appraisal Process**

The CPD programme will be informed by staff training and development needs identified by the reviewer and reviewee at the appraisal meeting. At this meeting staff have an opportunity to discuss individual professional development needs with their line manager. However, this does not preclude a staff member requesting training at any other times.

The Trust will ensure in budget planning that, as far as possible (and excluding all basic requirements), appropriate resources are made available in the school budget for any additional training and support agreed for reviewees. If there are competing demands on the school budget between CPD identified for a reviewee and the training and support which helps the school achieve its priorities, the school's priorities will have precedence; however, the aim will be to meet as many requests for CPD as the budget allows. Teachers cannot be held accountable for failing to make good progress towards meeting their performance criteria where the agreed CPD recorded has not been provided. Although appraisal procedures are statutory only for teaching staff, the school has chosen to address the CPD needs of support staff by ensuring a performance management procedure is also used for every member of support.

## **7. Implementation of CPD**

CPD can be delivered in a number of formats. The Trust and school will support a wide portfolio of CPD approaches in an effort to match interests, career development and preferred learning styles of staff and to maximise the impact on improving teaching and learning within the Trust and school. CPD opportunities can be internal or external to the Trust and school and can involve courses, in-school training days, observation of best practice, visits to other schools, distance learning, team teaching, coaching and mentoring, secondment, research opportunities, shadowing etc.

Training can be delivered at INSET days and / or Twilights. Whilst it is at the discretion of each school within the Trust to set their own methods of implementation, schools are expected to work collaboratively to maximise the offer and impact of CPD.

Applications for day courses must be discussed with the staff members' line managers/CPD Leads as these may involve funding for supply cover and will need to match SDP priorities, or professional development needs indicated by appraisal or other reviews.

All staff who undertake training beneficial to whole school development are expected to feedback at either department or whole school level. Priority is given to staff with qualifications that are statutory and need to be regularly updated e.g., Health & Safety qualifications such as First Aid certification.

## **8. INSET Days**

All schools within the Trust provide training opportunities for all staff on INSET days. Provision is made for 5 such days during each academic year, though individual Trust schools may choose to use up to two of these flexibly (e.g., through providing longer twilight sessions instead). At least one INSET day annually will be used for whole Trust training, to be planned collaboratively by Trust and school senior leaders, to deliver agreed Trust objectives.

## **9. Leadership and Management Development**

Individual school Senior Leadership Teams meet regularly to discuss issues relating to the organisation, progress, management and smooth running of the school.

Staff development for Senior Leadership Teams includes:

- a) opportunity to plan, develop, monitor and evaluate school improvement initiatives.
- b) discuss and resolve issues relating to the school curriculum, ethos, personnel and community.
- c) respond to Local Authority and national initiatives at a school level.
- d) encouragement to participate in the Local Authority & National CPD opportunities for career progression e.g. NPQH, Leading from the Middle, Leadership Pathways, Aspiring Leaders.
- e) opportunity for succession planning e.g. shadowing, mentoring / being mentored.

## **10. Teacher Development**

All teaching staff in each school have weekly staff meetings which are focussed on school improvement through continuing professional development. School Senior Leadership, working with the CPD lead, publish a half termly schedule for these meetings in advance.

Staff development for Teachers may include:

- An induction programme on appointment with a named mentor;
- Internally provided training during staff meeting time or on INSET days;
- Externally provided training during staff meeting time or on INSET days;
- Specific training in courses required by the schools (e.g. Safeguarding, Makaton or Team Teach, First Aid, Fire Warden);
- Access to training provided by other Trust schools;
- Access to external courses (e.g. AfC or other providers) by arrangement with the CPD lead;
- Opportunities for observation of or team-teaching with colleagues;
- Opportunities for moderation of work;
- Opportunities for shared planning or curriculum development;
- Opportunities to develop their roles further within the school or more broadly across the Trust;
- Appraisal meetings three times annually (target setting, interim progress review, and final review);
- Coaching conversations;

- Informal or formal improvement plans;

## 11. Support Staff Development

All support staff in each school have weekly staff meetings which are focused on school improvement through continuing professional development. Heads of Centre, working with the CPD lead, publish a half termly schedule for these meetings in advance.

Staff development for Support Staff may include:

- An induction programme on appointment with a named mentor
- Internally provided training during staff meeting time or on INSET days
- Externally provided training during staff meeting time or on INSET days
- Specific training in courses required by the schools (e.g. Safeguarding, Makaton or Team Teach)
- Access to training provided by other Trust schools
- Access to external courses (e.g. AfC or other providers) by arrangement with the CPD lead.
- Opportunities for observation of colleagues
- Performance management and review meetings at least annually
- Coaching conversations
- Informal or formal improvement plans

All support staff, class based, office and premises, are encouraged to participate in the CPD opportunities for career progression e.g. National Qualifications, Higher Level Teaching Assistant status (HLTA) etc.

## 12. Therapy Team Development

All Therapists and Therapy Assistants will participate school/Trust CPD as appropriate and required, e.g. Safeguarding. Therapy Team members will also address their own professional development as required for continued HCPC Registration.

Staff development for Therapists and Therapy Assistants may include:

- An induction programme on appointment with a named mentor
- Internally provided training during staff meeting time or on INSET days
- Externally provided training during staff meeting time or on INSET days
- Specific training in courses required by the schools needs (e.g. Zones of Regulation, Signed Supported English)
- Access to training provided by other Trust schools
- Access to external courses by arrangement with the Director of Therapies/School CPD Lead
- Opportunities for observation of or co-delivery with colleagues
- Opportunities for moderation of work
- Opportunities for shared planning or provision development
- Opportunities to develop their roles further within the school or more broadly across the Trust
- Appraisal meetings three times annually (target setting, interim progress review, and final review);
- Supervision
- Coaching conversations
- Informal or formal improvement plans.

## 13. Apprentices

The Trust actively supports the Gov.uk Apprenticeship Scheme. Apprenticeships are viewed as a steppingstone to full time employment within the Trust. For further information please contact the school Senior Leadership or the Trust Finance Director.

## 14. Governor and Trustee Development

Governors and Trustees receive an induction programme on appointment which includes an information pack, a tour of the school and a one-to-one meeting with an established governor. New appointees should also attend the LA's training for new governors, ideally within a term of their appointment. Governors are encouraged to develop their own knowledge and skills through AfC (SPARK) provided courses which each school buys into, and to make known any training needs they may have so these can be addressed as appropriate to ensure effectiveness in the role. Whole governing body training will be arranged periodically as needs arise or when particular issues are identified.

The Trust considers the following training compulsory for Trustees and Governors:

- GDPR (every 2 years)– training accessed through EveryHR. EDH video: <https://www.youtube.com/watch?v=Ki727gcbPfE&list=PLjtM1b0a5zTDNGvqy58EzkoQDPcdEBmMF&index=13>
- Cyber Security (annual) – NCSC training video: <https://www.ncsc.gov.uk/information/cyber-security-training-schools>
- Safeguarding for Governors (Level 1) (annual) – AfC SPARK
- Prevent (every 2 years) – Home Office video

For further details of Trustee and Governor training, please contact the Trust Governance Professional.

## 15. Tuition Reimbursement

Where a staff member wishes to undertake CPD externally which will enhance their role within school, financial support may be available. Staff who are permanent employees are eligible to apply for tuition reimbursement after one year of employment. Temporary and supply staff are ineligible for tuition benefit.

Each School will make available a sum of money for the purpose of granting reimbursement of, or contribution toward the tuition fees, for a course which will support the school's operations. The whole, or part of, the tuition fee element of the cost of the course may be reimbursed. Staff are responsible for paying registration, application fees and for books. The total amount available and the amount, if any, to be reimbursed to any applicant, is subject to the available budgeted funds and the number of applications. The decision to make an award, and the amount awarded, in respect of any application is entirely at the discretion of the Trust CEO and the Finance Director, based on the information and recommendation of the Headteacher or Director of Therapies, and will be subject to the relevant levels of authorisation as per the Finance Policy.

To receive reimbursement, staff must:

1. File a **Request for Course Approval for Tuition Reimbursement Form (Appendix 3)** to their Headteacher, with proof of payment of any course fees, or evidence of the course fee if not yet paid.
2. Be certified as eligible by the Head Teacher, who will sign the **Request for Course Approval for Tuition Reimbursement Form**.
3. Be in active service as an employee of the school / Trust at the time of request and time of reimbursement.
4. The application form will include a signed statement acknowledging that the applicant has read the tuition reimbursement section of the CPD Policy and understands the circumstances under which they will be required to repay any monies received.

Employees will be required to repay the school tuition reimbursement received in the following circumstances:

- **Employees with less than three years of continuous service** receiving tuition reimbursement shall be required to remain an employee of the school for two complete school years following the year in which tuition reimbursement is received. Employees with less than three years of continuous service who leave their employment



with the School within one year shall return 100% of all reimbursement monies paid by the school in the previous complete school year. Employees with less than three years of continuous service who leave their employment with the School within two years shall return 75% of all reimbursement monies paid by the school in the previous two complete school years.

- **Employees with three or more years of continuous service** shall be required to remain an employee of the school for one complete school year following the year in which tuition reimbursement is received. Employees with more than three years of continuous service who leave their employment with the Strathmore School shall return 100% of all tuition monies paid by the school in the previous complete school year.

Having received approval and confirmation of the school's contribution to tuition fees, a letter will be issued by Trust HR to the staff member confirming the amount of the contribution and repayment terms.

## **16. Review and Monitoring**

The Trust evaluates the impact that CPD has on teaching and learning and raising standards through the Annual Report from the CEO.

Schools will monitor the effectiveness of CPD through monitoring (including observations, work scrutiny, pupil voice etc.), data analysis, feedback and appraisals. Details of staff CPD will be reported annually to the Local Governing Body through the Headteacher's Autumn term report to governors.

Professional qualifications arising from training organised/paid by the school will be reported to the Local Governing Body Pay and Personnel Committee.

## APPENDIX 1: Standard Annual Operational Training Requirements – 24/25 Summary

**All completed training must be recorded on Every HR.** Every member of staff has been issued with an Every HR log in. If they do not have a log in, or are having problems logging in, please email [HR@aurigaacademytrust.org.uk](mailto:HR@aurigaacademytrust.org.uk). On EveryHR training is logged under My Portal > My training. All standard operation training is listed with a due date.

### September 24 INSET MUSTS: All Staff

Training	Length	Provider	Notes
Safeguarding Training Update	School specific	School Safeguarding Lead (DSL)	Log into Every HR to acknowledge you attended the update.
GDPR Training	2 hrs	EDH Monday 2nd September 11am	Log into Every HR to acknowledge you attended the update.
Cyber Security Training	37 mins	<a href="https://www.ncsc.gov.uk/information/cyber-security-training-schools">https://www.ncsc.gov.uk/information/cyber-security-training-schools</a>	Staff are required to watch the video and then log into Every HR to record they have done this.
H&S Trust Video followed by school specific guidance lead by SLT	15mins	In House: Trust Video	Location: School Drive>CPD Folder> Training Videos. Once complete, please record on EveryHR.
Trust Code of Conduct	10 mins	Link on EveryHR.	Log into EveryHR to acknowledge you have read the Code.

### Training to be completed by end of September 2024:

Every HR review period 1 - 30 September.

Training	Who	Length	Provider	Notes
Display Screen Equipment	All Staff	25min	EveryHR	Log in to Every HR and complete training.
PEEPS	Teachers / SLT	4 min	EveryHR	All GEEPS and PEEPS to be completed by end Sept. Guidance to complete PEEPS to be provided by SLT. If overview training is required for support staff ask them to log in to Every HR and complete training.

### Policy Confirmation to be completed by end of September 2024: All Staff

Every HR review period 1 - 30 September.

Policies	Who	Where	Notes
Safeguarding Policy Confirmation: 1) Child Protection Policy 2) Keeping Children Safe in Education 2023 3) Low level Concern	All Staff	All policies links are on EveryHR	Once read, please complete confirmation on Every HR.
Data Protection Policy Confirmation: 1) AAT Employee Confidentiality Agreement 2) AAT Data Protection Policy 3) AAT ICT Usage Policy 4) AAT Staff Social Media Policy 5) AAT Privacy Notice	All Staff	All policies links are on EveryHR	Once read, please complete confirmation on Every HR.

### Training to be completed by end of October 2024:

Every HR review period 1 - 31 October.

Training	Who	Length	Provider	Notes
Health & Safety Basic	Support Staff	26min	EveryHR	Log in to Every HR and complete training.
Health and Safety for Managers & Supervisors	Teachers and SLT	40min	Hiasco /EveryHR	Course is accessed through EveryHR. Log in and complete training.

### Training to be completed by end of November 2024:

Every HR review period 1 - 30 November.

Training	Who	Length	Provider	Notes
Fire Safety in Education	All staff	26min	EveryHR	Log in to Every HR and complete training.

### Training to be completed by end of December 2024:

Every HR review period 1 September – 31 December.

Training	Who	Length	Provider	Notes
Lone Working in the Workplace	Premises / Head of Centre / HT or as directed	18min	Every HR	SLT should direct teachers to complete training if required. Log in to Every HR and complete training.
Equality, Diversity & Inclusion	Line Managers & SLT	60mins	iHasco / Every HR	

### Training to be completed by end of December 2024:

Every HR review period 1 September – 31 December.

Training	Who	Length	Provider	Notes
Risk assessments	SLT	30 min	iHasco	SLT should annually complete this training. Every HR, SLT should direct teachers to complete training if required. Log in to Every HR and complete training.

Please note that the following risk assessments need to be reviewed and updated annually by site: Playground / Carpark / Lone workers / PE (Indoor & outdoor) / General Building / AEDs / Manual handling of Equipment

And if relevant: Swimming / Animals on site (Hamster, chickens, ducks, dog, snakes etc.) / Food tech / Educational visits / Science / Manual handling of people (Team Teach & Personal care) / Design Technology / Bike Clubs / After school clubs / Volunteers / Any one-off activities that need to be assessed e.g. Bouncy Castles

These are set up as **Tasks** on the **Sypro** premises management system to complete. Tasks are allocated by group. One person within the group is required to complete the risk assessment. This training is designed to support individuals understand the importance and focus of the risk assessment process.

### Training to be completed by end of February 2025:

Every HR review period 1 – 28 February.

Training	Who	Length	Link	Notes
Data Protection Refresher training	All staff	20 min	<a href="https://www.youtube.com/watch?v=S6l4C6Xq7fc&amp;list=PLjtM1b0a5zTDNGvqy58EzkoODPcdEBmMF&amp;index=10&amp;t=9s">https://www.youtube.com/watch?v=S6l4C6Xq7fc&amp;list=PLjtM1b0a5zTDNGvqy58EzkoODPcdEBmMF&amp;index=10&amp;t=9s</a>	You Tube link provided by Trust's DPO.

**Policy Confirmation to be completed by end of February 2025:**

Every HR review period 1 - 28 February.

Policies	Who	Where	Notes
AAT Social Media Policy EDH24	All Staff	Trust website	Once read, please complete confirmation on Every HR.

**Recommended HR training:**

In line with the Trust's safeguarding policy at least one member of an interview panel MUST have complete safer recruitment training. Courses are run by AfC. If a course is not available, the NSPCC run an online course at a cost of £35 (2024).

The link is: <https://learning.nspcc.org.uk/training/safer-recruitment-education>

Training	Who	Length	Provider	Notes
Safer Recruitment in Education	SLT / Interview panel members as appropriate	4 hrs	NSPCC	Once completed please send certificate to Trust HR who will record the training on Every HR.
Safer Recruitment in Education (Refresher)	Line managers / SLT	31min	Every HR	Recommended for those who have undertaken the Safer Recruitment training. Course is accessed through EveryHR. Log in and complete training.

**Optional HR training:**

Training	Who	Length	Provider	Notes
Conducting Appraisals	Line managers / SLT	15min	Hiasco / Every HR	Course is accessed through EveryHR. Log in and complete training.
Managing Absenteeism for Managers	Line managers / SLT	9min	Every HR	Course is accessed through EveryHR. Log in and complete training.
Mental Health Awareness for Managers	Line managers / SLT	50min	Every HR	Course is accessed through EveryHR. Log in and complete training.
Supporting Bereavement	Line managers / SLT	18min	Every HR	Course is accessed through EveryHR. Log in and complete training.

## APPENDIX 2: Specific Training by Role

Specialist / specific training is required for the following roles / tasks:

- Fire Safety: Fire Wardens / fire extinguishers / evacuation chair
- First Aid
- Minibus Drivers
- Using hoists
- Play Leaders (recommended)
- Site Managers
- Admin / Finance (recommended)

All training received must be recorded on Every HR to ensure that

- staff requiring training are trained
- there is an adequate number of staff trained and
- training is kept up to date.

Headteachers should send a list in September of who they wish to complete what specific / specialist training. Trust HR will then allocate the training accordingly on EveryHR to ensure there is a record of it. Schools are responsible for booking the training and staff are responsible for informing Trust HR ([HR@aurigaacademytrust.org.uk](mailto:HR@aurigaacademytrust.org.uk)) when it is completed. The below table gives a recommended minimum of staff requiring specialist training by site.

### Recommended minimum numbers (by site) for specialist training:

Schools/Sites	First Aid	Paediatric First aid	Fire Warden	Extinguishers	Evacuation chair *	MIDAS	Hoist *
<b>Strathmore:</b>							
Grey Court	4	0	4	4	4	3	2
St Richard Reynolds	4	4	6	6	8	5	2
Russell	2	4	5	5	2	4	2
Darrel ASTRA	2	2	2	2	0	2	2
<b>Clarendon:</b>							
Primary	3	5	6	6	0	5	2
Secondary	8	0	6	6	8	6	2
Gateway	4	0	4	4	0	2	2
<b>Capella:</b>							
CPP	3	4	6	6	8	3	2
CPS	4	0	4	4	4	3	2

\* Evac Chairs / Hoists: A minimum of two staff should be trained on every site, however this number should be increased having assessed pupil need.

### First Aiders:

Headteachers have ultimate responsibility for the safety of their school. It is at the discretion of the Headteacher to decide the number of First Aiders and the level of First Aid training required. For further guidance please see the notes in **Appendix 5 (5.3.4)** and the table above for recommended minimum numbers for specialist training.

The following courses are available:

First Aid at Work (3day) / AfC (SPARK)

Paediatric First Aid at Work (2 day) / AfC (SPARK)

Emergency First Aid at Work (1 day) / External Provider

It is recommended that qualified first aiders undertake the following refresher training annually:

Training	Length	Provider	Notes
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Emergency First Aid at Work (Refresher)	50min	iHasco / EveryHR	Course is accessed through EveryHR. Log in and complete training.
Paediatric First Aid (Refresher)	20min	iHasco / EveryHR	Course is accessed through EveryHR. Log in and complete training.
CPR and AED Refresher	10min	iHasco / EveryHR	Course to be completed by AD (Defib) appointed person and first aiders. Course is accessed through EveryHR. Log in and complete training.

#### Fire Wardens (including extinguishers):

Training is valid for 3 years. It is at the discretion at the school as to which training provider is used. All Fire Wardens must complete a refresher annually on Every HR.

Suggested provider: Team Safety Services - <https://teamsafetyservices.com/on-site-training/>  
This company will visit site and conduct group training.

#### Fire Extinguisher Training:

Training	Length	Provider	Notes
Fire Extinguisher and How to Use them	8min	EveryHR	Course is accessed through EveryHR. Log in and complete training.

#### Evac Chair Training:

All training is valid for 2 years. As a cost effective solution it is recommended that school's undertake a 'Train the trainer' course. This training will remain valid past the 2 years if the staff member provides 3 training courses or does group refresher sessions annually from the first year.

Suggested provider: Globex Evacuation solutions - <https://www.globex-evacuation.com/globex-evacuation-chair-training>. This company will visit site and conduct group training. Please email Jason@globexevacuation.com

#### MIDAS:

It is at the discretion of the Headteacher to decide the number of drivers required. For further guidance please see the notes in **Appendix 5 (5.3.5)** and the table above for recommended minimum numbers for specialist training.

Suggested provider for pre-planned onsite group training: Minibus Training & Safety <https://www.minibustrainingandsafety.co.uk/midas.asp>. Accessible Training 3 up to 6 candidates over 2 days.

Suggested provider for offsite training: RAKAT <https://rakat.org.uk/>. This is booked as a one-day theory course. Training groups run once per month. There is a follow up half day practical to be booked separately after the theory day.

#### Staff Using Hoists:

Training	Length	Provider	Notes
Manual Handling	35min	iHasco / EveryHR	Course is accessed through EveryHR. Log in and complete training.

Suggested provider: Team Safety Services - <https://teamsafetyservices.com/on-site-training/>. Please note that practical experience is also required.

#### Play Leader Training:

The following training is recommended for play leaders and lunchtime supervisors:

RPII Schools Training Course - <https://playinspections.co.uk/training/rpii-schools-training-course/>

How to be a Lunchtime Supervisor Superhero - <https://theresehoyle.com/lunchtime-supervisor-training-2/>

### Premises / Site Managers:

Training	Frequency	Length	Provider	Notes
Managing Contractors	3 yearly	20min	iHasco / EveryHR	Course is accessed through EveryHR. Log in and complete training.
Banksman Essentials	Annually	20min	iHasco / EveryHR	Course to be completed by any employee helping guide minibuses. Course is accessed through EveryHR. Log in and complete training.
Fire Warden (Education)	Annually	100min	iHasco / EveryHR	Course is accessed through EveryHR. Log in and complete training.
COSHH	Annually	25min	iHasco / EveryHR	Course is accessed through EveryHR. Log in and complete training.
Ladder Safety	Annually	25min	iHasco / EveryHR	Course is accessed through EveryHR. Log in and complete training.
Practical Ladder Safety	3 yearly	Day	tbc	This is a practical course that can be booked through a variety of suppliers.
Working at Height	Annually	20min	Every HR	Log in to Every HR and complete training.
Working at Height (Checklist)		4min	Every HR	Log in to Every HR and complete training.
Lone Working in the Workplace	Annually	18min	Every HR	Log in to Every HR and complete training.
Manual Handling including Tyres	Annually	40min	iHasco / EveryHR	Course is accessed through EveryHR. Log in and complete training.
LOLER	3 yearly	37mins	iHasco / EveryHR	Course is accessed through EveryHR. Log in and complete training.
Risk Assessment	3 yearly	41 mins	iHasco / EveryHR	Course is accessed through EveryHR. Log in and complete training.
Asbestos Awareness	3 yearly (if site has asbestos)	35 mins	iHasco / EveryHR	Course is accessed through EveryHR. Log in and complete training.
Legionella Awareness	3 yearly	35 mins	iHasco / EveryHR	Course is accessed through EveryHR. Log in and complete training.
Electrical Safety	3 yearly	30 mins	iHasco / EveryHR	Course is accessed through EveryHR. Log in and complete training.

### Administrators / Finance:

Training	Length	Provider	Notes
Bomb Threats & Suspicious Packages	20min	iHasco / EveryHR	Course is accessed through EveryHR. Log in and complete training.
Fraud Awareness & Prevention	35min	iHasco / EveryHR	Course is accessed through EveryHR. Log in and complete training.

### APPENDIX 3: New Starter Induction Training

Training	When	Length	Provider	Notes
GDPR Video	Week 1	43mins	<a href="https://www.youtube.com/watch?v=RTtapY5kEMQ&amp;list=PLj†M1b0a5zTDNGvqy58EzkoODPcdEBmMF&amp;index=5">https://www.youtube.com/watch?v=RTtapY5kEMQ&amp;list=PLj†M1b0a5zTDNGvqy58EzkoODPcdEBmMF&amp;index=5</a>	You Tube link provided by Trust's DPO.
Cyber Security Training	Week 1	37mins	<a href="https://www.ncsc.gov.uk/information/cyber-security-training-schools">https://www.ncsc.gov.uk/information/cyber-security-training-schools</a>	Staff are required to watch the video and then log into EveryHR to record they have done this.
H&S Trust Video	Week 1	15 mins	In House	Location: School Drive>CPD Folder> Training Videos. Once complete, please record on EveryHR.
Health & Safety Basics	Month 1	26 mins	EveryHR	Log in to Every HR and complete training.
Display Screen Equipment	Month 1	25 mins	EveryHR	Log in to Every HR and complete training.
Fire Safety in Education	Month 1	26 mins	EveryHR	Log in to Every HR and complete training.
AMS Training Video – <i>site dependent</i>	Month 1	10 MINS	In House	Location: School Drive>CPD Folder> Training Videos. Once complete, please record on EveryHR.

### Policy Confirmation to be completed by the end of the first month of employment

Safeguarding Policy Confirmation: 1) Child Protection Policy 2) Keeping Children Safe in Education 2023 3) Low level Concern	All policies links are on EveryHR	Once read, please complete confirmation on Every HR.
Data Protection Policy Confirmation: 1) AAT Employee Confidentiality Agreement 2) AAT Data Protection Policy 3) AAT ICT Usage Policy 4) AAT Staff Social Media 5) AAT Privacy Notice	All policies links are on EveryHR	Once read, please complete confirmation on Every HR.
Trust Code of Conduct	Link on EveryHR.	Log into EveryHR to acknowledge you have read the Code.



## APPENDIX 4: Pupil Focused Training

The following training is provided by schools. Please contact your line manager or the Headteacher for further details.

### 4.1 Team Teach

Team Teach Behaviour Support Training courses provide a holistic approach to supporting behaviour for individuals working with children in education. The training helps build strong relationships and transform challenging situations into positive outcomes. The focus is on teamwork and communication, to foster supportive working practices and recognise the needs of distressed individuals.

Team Teach training is delivered in house by trained trainers. All training must be recorded on Every HR. The 5 Team Teach courses listed on EveryHR are as follows.

**Team Teach In house Training Attended:** With the assistance of Trust HR course leaders will update EveryHR with all attendees.

**Team Teach-Positive Behaviour TRAINER: ADVANCED (4 days):** This training is appropriate for staff who have already completed Team Teach Positive Behaviour Management Intermediate TRAINER – (5 days).

**Team Teach-Positive Behaviour TRAINER : ADVANCED RE-ACCREDITATION (3 days):** This training is appropriate for staff who have already completed Team Teach-Positive Behaviour TRAINER: ADVANCED (4 days)

**Team Teach Positive Behaviour Management Intermediate TRAINER – (5 days):** This training lasts 1 year. It should be completed by staff wishing to become a Team Teach trainer. This training is booked based on school need. Staff should confirm with their Headteacher whether this training is appropriate for them.

**Team Teach Positive Behaviour Management Intermediate TRAINER RE-ACCREDITATION / REFRESHER (2 days):** This training is appropriate for staff who have already completed Team Teach Positive Behaviour Management Intermediate TRAINER – (5 days). Training must be completed before the expiry of the Team Teach Intermediate TRAINER certificate and undertaken annually thereafter.

### 4.2 Makaton Training

Makaton is a unique language programme that uses symbols, signs and speech to enable people to communicate. It supports the development of essential communication skills such as attention and listening, comprehension, memory, recall and organisation of language and expression.

### 4.3 ELSA Training

An ELSA in a school is an Emotional Literacy Support Assistant. There is a recognised ELSA training course aimed specifically at Teaching Assistants in schools. Examples of things covered on the course are social skills, emotions, bereavement, social stories and therapeutic stories, anger management, self-esteem, counselling skills such as solution focus and friendship. ELSA training is provided at the discretion of the school. Please contact your Headteacher for further information.

## APPENDIX 5: Standard Operational Training Guidance

### 5.1 Safeguarding Training (including Safer Recruitment)

All staff must:

1. Read the school **Child Protection Policy**
2. Read the latest version of **Keeping Children Safe in Education**
3. Complete **Safeguarding Training Level 1**. The link to complete the training is <https://kingstonandrichmondsafeguardingchildrenpartnership.org.uk/training.php>. Staff may be required to register to complete the training if they have not done so already.
4. Complete **Prevent Radicalisation Training** (every 2 years). The link to complete the training is <https://www.elearning.prevent.homeoffice.gov.uk/la2/screen1.html>

CPOMS: CPOMS is the Trust system used to monitor safeguarding concerns. This system is managed by each school's Designates Safeguarding Lead. If training is required, please contact the school's Designates Safeguarding Lead.

Safer Recruitment: In line with the Trust's safeguarding policy at least one member of an interview panel MUST have complete safer recruitment training. Courses are run by AfC. If a course is not available, the NSPCC run an online course at a cost of £35 (2023). The link is: <https://learning.nspcc.org.uk/training/safer-recruitment-education>

### 5.2 GDPR and Cyber Security Training

**GDPR Training:** General Data Protection Regulation (GDPR) covers all processing of personal data. For a school, it applies to any personal data that is processed about pupils, staff members, or other interested parties such as governors. The Trust is responsible for ensuring that personal data is correctly collected, stored, used and securely destroyed once it is no longer needed. To do so the Trust needs to have robust procedures to deal with data protection breaches and subject access requests and uses **GDPRis** to record these.

All staff require annual training on the implications of data breaches and how to use the **GDPRis** system. The administration of the GDPRis system is managed by Trust HR. On joining a school, a log in is allocated by Trust HR. Staff will be required to watch the EDH Bitesize GDPR introductory video provided by the Trust's Data Protection Officer:

<https://www.youtube.com/watch?v=RTtapY5kEMQ&list=PLjtM1b0a5zTDNGvqy58EzkoODPcdEBmMF&index=5>.

All staff are required to watch the annual refresher training video provided by the Trust's Data Protection Officer:

<https://www.youtube.com/watch?v=S6l4C6Xq7fc&list=PLjtM1b0a5zTDNGvqy58EzkoODPcdEBmMF&index=10&t=9s>

Further training videos are available as follows:

*Data Protection for Governors (22 mins):*

<https://www.youtube.com/watch?v=Ki727gcbPfE&list=PLjtM1b0a5zTDNGvqy58EzkoODPcdEBmMF&index=13>

*Data Breaches (20 mins):*

<https://www.youtube.com/watch?v=dkezOapzR34&list=PLjtM1b0a5zTDNGvqy58EzkoODPcdEBmMF&index=10>

*Subject Access Request Workshop (53 mins):*

<https://www.youtube.com/watch?v=H4lfN8Ahn-s&list=PLjtM1b0a5zTDNGvqy58EzkoODPcdEBmMF&index=1>

*How to use GDPRis (40 mins):*

<https://www.youtube.com/watch?v=RTtapY5kEMQ&list=PLjtM1b0a5zTDNGvqy58EzkoODPcdEBmMF&index=5>

**Cyber Security Training:** The [risk protection arrangement \(RPA\)](#) was first introduced in 2014 to provide an alternative to commercial insurance for schools and academies. The RPA has included cover for Cyber Incidents as standard from 2022/23 membership years.

A Cyber Incident is defined in the RPA Membership Rules as: "Any actual or suspected unauthorised access to any computer, other computing and electronic equipment linked to computer hardware, electronic data processing equipment, microchips or computer installation that processes, stores, transmits, retrieves or receives data."

To be eligible for RPA Cyber cover, there are 4 conditions that members must meet:

- Have offline backups.
- All Employees or Governors and Trustees who have access to the Member's information technology system must undertake NCSC Cyber Security Training by 1 September 2022 for academy members.
- Register with Police CyberAlarm.
- Have a Cyber Response Plan in place.

In order to meet the terms of the insurance all employees are required to watch the NCSC Cyber Security training video by 1 September each year, and will sign a confirmation statement in order to evidence that they have undertaken the training. The link to the training is:

<https://www.ncsc.gov.uk/information/cyber-security-training-schools>

The training video should be watched annually at the first inset of the academic year and forms part of the induction schedule for all new starters.

## **5.3 Health and Safety**

### **5.3.1 PEEPS / GEEPS**

Personal Emergency Evacuation Plans (**PEEPs**) are essential in schools to ensure the safety and well-being of students, staff, and visitors with disabilities or mobility issues during emergencies. PEEPs are tailored strategies that outline the specific needs and actions required to evacuate individuals safely from a building in the event of a fire, natural disaster, or other emergencies. They take into account factors such as physical limitations, sensory impairments, and cognitive disabilities, and designate roles and responsibilities for staff to assist in the evacuation process. Implementing PEEPs in schools is crucial for compliance with legal requirements, promoting inclusivity, and safeguarding the lives of all members of the school community by providing a clear, practiced plan for swift and effective evacuation.

General Emergency Evacuation Plans (**GEEPs**) are recommended at SEN schools, as they help fulfil the requirement to provide specialist evacuation planning to all students but allows the use of general 'additional' support for some students.

Templates and guidance for PEEPs/GEEPs can be found in the **AAT Emergency Safety Policy (inc Clubs)**.

A short training video can be found on EveryHR and can be allocated to a member of staff by Trust HR at SLT's request. Further training can be completed with AfC.

### **5.3.2 Display Screen Equipment (DSE) Training**

Working with display screen equipment falls under the Health and Safety (Display Screen Equipment) Regulation 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. As an employer, the Trust must protect its workers from the health risks of working with display screen equipment (DSE), such as PCs, laptops, tablets, and smartphones. The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, for continuous periods of an hour or more. The regulations do not apply to workers who use DSE infrequently or only use it for a short time.

DSE Training and the associated Risk Assessment can be accessed through EveryHR. It is the responsibility of each member of staff to complete their DSE training and the associated risk assessment (RA) on an annual basis, or in the event their circumstances change. If the change of circumstance is due to pregnancy or an injury, please contact Trust HR to discuss the matter further.

New starters will be allocated the DSE training module by Trust HR to complete. The system will send the prompt annually.

Staff with DSE related concerns will be requested to complete their training and risk assessment on EveryHR, in the first instance. Once completed, staff can discuss any potential identified needs with their line manager. In the event the line manager has significant concerns, a DSE risk assessment can be requested from Trust HR.

A DSE risk assessment can also be requested for a member of staff returning to work, if relevant, after a prolonged period of absence.

All DSE users are entitled to an eye test at the cost of the Trust every two years if they require glasses for DSE use only - the cheapest pair available will be covered by the Trust. For further details of the scheme please contact Trust HR.

A driver eye test is also available as part of this scheme.

### **5.3.2 AMS training**

The Reporting of Injuries, Disease and Dangerous Occurrences Regulation 2013 (RIDDOR) applies to all schools. Under this legislation, certain incidents may need to be reported to the Health and Safety Executive (HSE). As part of the service level agreement the Trust has with its Health and Safety Consultants (Action>HR) the Trust uses Workrite, also known as Accident Management System (AMS), to record incidents. The system acts as a logbook for a variety of incidents including near misses and dangerous occurrences. AMS is monitored by an Action HR member of staff who uses the information provided by schools to decide if an incident is RIDDOR reportable. In the event it is Action>HR will submit a RIDDOR report on the school's behalf.

Schools are required to report all staff, student, agency, visitor and volunteer injuries or accidents. The step-by-step guide to reporting an accident/injury in full can be found in each school's staff shared drives under Inset/CPD > AMS. The link to the training video which all staff MUST watch can also be found here. The guide to sign up is below.

How to sign up for an AMS account:

1. Follow this link  
<https://app.workrite.co.uk/SecureLogin/SelfSignUp.aspx?comp=c1CZAfONnyb+DN9qjxR7qMFPaFkDGPBM+NpPEnXWAZz1S/qzRe0pAg==>
2. Fill in the information using your work email address and the school's main number. You do not need to input your employee ID.
3. Check your work emails for a verification link. The email should allow you to log in immediately by clicking the **here** button.
4. You will then be asked to set a password for your account. Please use something secure and memorable to you.
5. On the next page, select continue.
6. The below page should be visible meaning that you have sign up and in correctly. If you see different options on the page or more/less options, please could you email the Trust Estates Officer immediately as your account will need to be amended in the background.
7. Use this link to access AMS in the future -  
<https://app.workrite.co.uk/SecureLogin/SecureLogin.aspx>

If a member of staff has trouble signing up or allocating incidents, please contact the Trust Estates Manager.

### 5.3.4 First Aid Training

Paediatric First Aid training was developed to meet the needs of the Early Years Foundation Stage Statutory framework (EYFS) and includes training in a host of injuries and illnesses that child carers may be faced with when caring for young children. The framework is focussed on children aged 5 and under, but the first aid skills are appropriate for all children. The EYFS paediatric first aid requirements for all childcare settings are:

- At least one person who has a full current Paediatric First Aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings.
- Training must be renewed every three years.
- Training should take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.
- Childcare providers should ensure parents know who holds a current Paediatric First Aid certificate either by displaying the information or making it available on request.
- It is recommended that annual refresher training courses are considered to help maintain basic skills and keep up to date with any changes to first aid advice.

In addition to the EYFS paediatric first aid requirements there is a requirement to meet the needs of the Health and Safety (first aid) regulations 1981 (HSFAR). Unlike the EYFS statutory framework, these regulations put the responsibility on the employer (school) by asking them to assess the first aid needs of their individual workplace and determine the level of first aid personnel and equipment required to ensure the safety of **staff**. HSFAR states that the employer is required to provide adequate and appropriate first-aid equipment, facilities and people so employees can be given immediate help if they are injured or taken ill at work. Headteachers are required to make an assessment of what is 'adequate' and for each school to book the necessary training.

### 5.3.5 MIDAS Training

Richmond and Kingston Accessible Transport Charity (RAKAT) provides MIDAS training. Anyone over the age of 21 years old can attend MIDAS training but the scope of the vehicles which can be driven (e.g. vehicle weight limit, number of passengers) will be determined by the eligible categories given in each individual's drivers licence. There are other restrictions that apply such as:

- A full manual British driving licence is required
- The licence must have been held for a minimum of 2 years
- No driving bans in the last 10 years and no more than 6 points on the Driving Licence

Full accessibility training is £110 (*price Sept 22*) per candidate (this is the discounted price for SEN providers). Theory and practical can be booked over the phone. Both sessions must be booked, a simple 'refresher' is not an option.

Full day training runs from 8.45 am to 2.30pm (in class) and the practical test is either 9.30am or 1pm (for 3 hours). Please confirm on booking.

Trainees are required to

- provide their driving license,
- provide their NI number for the DVLA license check, and
- have their photo taken on the day.

Staff must have prior approval from SLT to apply for this training and must hold a full, clean EU driving license. Training can be booked directly with RAKAT and the invoice should be sent to [finance@aurigaacademytrust.org.uk](mailto:finance@aurigaacademytrust.org.uk).

Having successfully completed the course and received a certificate, Trust HR must be notified, and the following information provided:

- driving license
- NI number for the DVLA license check
- Written consent to carry out DVLA license check
- Copy of MIDAS certification

#### **5.3.6 Defibrillator Training**

No training is necessary. It is recommended that an appointed person is identified and named.

**APPENDIX 5: Request for Course Approval for Tuition Reimbursement**

<b>Request for Course Approval for Tuition Reimbursement</b>	
<b>Name:</b>	<b>Date of Claim:</b>
<b>Position:</b>	
<b>Course Title &amp; Provider:</b>	
<b>Duration of Course &amp; Costs:</b>	
<b>Nature of Course:</b>	
<b>How this course will directly benefit your current role or future role(s) at the Trust / School:</b>	
<p>I have read the TUITION REIMBURSEMENT section of the Trust CPD POLICY and agree that they form the terms governing a legally binding agreement between the Trust / school and me. I understand that this agreement includes, without limitation, terms specifying circumstances in which I may be required to repay any monies granted under the terms of this agreement and I confirm my acceptance of those terms.</p>	
<b>Applicant:</b>	<b>Date:</b>
<b>Headteacher Authorisation:</b>	<b>Date:</b>
<b>CEO / Finance Director:</b>	<b>Date:</b>
<b>Amount to be awarded:</b>	

## Template Letter Re Request for Course Approval for Tuition Reimbursement

[Date]

Dear [ Name ]

### **Trust Grant: [Details of Course – Title & Provider]**

The Trust is delighted that you have enrolled [in/on] **[Title]** with **[Provider]**. As agreed the Trust has [paid / will pay] the invoiced amount of £**XXX**. The expectation of the Trust is that you will complete the course within the **XX** [months/years] specified course timeframe. Should you feel at any point that this is not achievable, please liaise with your line manager to ascertain what action needs to be taken to help you complete the qualification.

Please be aware that Trust policy states that *(delete as appropriate)*

[employees with less than three years of continuous service receiving tuition reimbursement shall be required to remain an employee of the Trust for two complete school years following the year in which tuition reimbursement is received. Employees with less than three years of continuous service who leave their employment with the Trust within one year shall return 100% of all reimbursement monies paid by the Trust in the previous complete school year. Employees with less than three years of continuous service who leave their employment with the Trust within two years shall return 75% of all reimbursement monies paid by the Trust in the previous two complete school years.]

or

[employees with three or more years of continuous service shall be required to remain an employee of the school for one complete school year following the year in which tuition reimbursement is received. Employees with more than three years of continuous service who leave their employment with the Trust shall return 100% of all tuition monies paid by the school in the previous complete school year.

I should be grateful if you would return the attached copy of this letter, signed as acknowledgment of the terms of the grant received. We wish you every success in your future studies.

Yours sincerely

[...], CEO The Auriga Academy Trust