



OAKWORTH PRIMARY SCHOOL
“committed to the safety and welfare of its pupils”

STAFF CPD POLICY

Introduction

Oakworth Primary School is committed to the continued training and development of staff. The school positively encourages all staff to improve their skills and knowledge by actively pursuing CPD opportunities, for the benefit of the children in our care.

Implementation

Staff CPD may be facilitated by the Leadership Team and approved by the Headteacher, where it is judged that training is required to support the role and responsibilities of an individual.

Staff may also make requests, in writing, to access training that they have identified, but which has not been directly requested by the school. The Governing Body will consider all such applications for financial support to facilitate this type of professional development and each individual application will be discussed by the Finance and Staffing Committee with reference to the following criteria:

- Course content and perceived potential impact on children’s learning and/or wellbeing
- Cost
- Timescale of training
- Release time required from contracted duties and the school’s capacity to cover release during school hours
- Proportion of allocated annual training budget available for use at any particular time.

Funding

The Committee may decide to fund all, or a proportion of training costs, dependent on their consideration of the above factors. Staff may also be asked to access training courses at a later date, should the necessary funds be unavailable at the time of the request.

All staff whose training costs are funded/partially funded by direct application to the Governing Body will be required to sign a Training Course Repayment Agreement (Appendix A), which states that a percentage of the funds allocated by the school to facilitate the training must be repaid, should the employee leave the employment of Oakworth Primary School or the Bronte Academy Trust within a period of two years.

Review

This policy is to be reviewed every three years.

Signed...

A handwritten signature in black ink, appearing to be 'A. H. G.', written over a horizontal line.

..Chair of Governors

3 May 2016

APPENDIX A - Training Course Repayment Agreement

| | | | |
|---|-------------|-------|-----------|
| Full name: | | | |
| Position: | | | |
| Training course | | | |
| Details of training course: | | | |
| | | | |
| Training course provider: | | | |
| Dates of training: | Start date: | | End date: |
| Cost of training | | | |
| Cost of course: | £ | | |
| Other costs (please specify): | £ | | |
| Other costs (please specify): | £ | | |
| Total costs: | £ | | |
| Recovery of training costs | | | |
| <p>Should your employment with the Oakworth Primary School cease, for whatever reason, within the specified periods below, you will be required to make a repayment for the above training course. The rate of reimbursement to the Academy is dependent on the length of your continued employment following the completion date of the course.</p> <p>If you cease employment before attending the training course, but the Academy has already incurred liability for the costs, 100 percent of the costs or the proportion of the costs that the Academy Trust cannot recover shall be repaid.</p> <ul style="list-style-type: none"> • If you cease employment during the training course, or within 6 months of completing the training course, 100% of the costs shall be repaid. • If you cease employment more than 6 months but no more than 12 months after completion of the training course, 75% of the costs shall be repaid. • If you cease employment more than 12 months but no more than 18 months after completion of the training course, 50% of the costs shall be repaid. • If you cease employment more than 12 months but no more than 18 months after completion of the training course, 75% of the costs shall be repaid. • If you cease employment more than 24 months after completion of the training course, 0% of the costs shall be repaid. <p>If you completely fail to attend the course following your agreement to attend (unless due to certified sickness or other unavoidable reasons accepted by the Academy Trust) you will be required to repay the full costs of the training course.</p> | | | |
| Signature and agreement | | | |
| <p>By signing this agreement, I agree that any repayable training costs detailed above may be deducted from my salary or other remuneration, including holiday pay, due to me by the Academy. I further agree that, should this deduction fail to cover the total amount due to the Academy, I will repay any outstanding monies within three months of my employment termination date.</p> | | | |
| Employee signature: | | | |
| Print name: | | Date: | |
| Office use only | | | |
| Authorised by: | | | |
| Print name: | | Date: | |