



Staff Handbook

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Good Practice

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Definitions

In this **Staff Handbook**, unless the context otherwise requires, the following expressions shall have the following meanings:

- i **'The Romero Catholic Academy'** means the Company named at the beginning of this **Staff Handbook** and includes all sites upon which the Company is undertaking, from time to time, being carried out. The Romero Catholic Academy includes; **Corpus Christi, Good Shepherd, Sacred Heart, Blue Sky, SS Peter and Paul, St Gregory, St John Fisher, St Patrick, Cardinal Wiseman, Shared Services Team.**
- ii **'Romero Catholic Academy'** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- iii **'Board'** means the board of Directors of the Romero Catholic Academy.
- iv **'Chair'** means the Chair of the Board or the Chair of the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- v **'Clerk'** means the Clerk to the Board or the Clerk to the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- vi **'Catholic Senior Executive Leader'** means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- vii **'Diocesan Schools Commission'** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.
- viii **'Local Academy Committee'** means the governing body of the School.
- ix **'Academy Committee Representatives'** means the governors appointed and elected to the Local Academy Committee of the School, from time to time.
- x **'Principal'** means the substantive Principal, who is the person with overall responsibility for the day to day management of the school.
- xi **'School'** means the school or college within The Romero Catholic Academy and includes all sites upon which the school undertaking is, from time to time, being carried out.
- xii **'Shared Services Team'** means the staff who work in the central team across the Company (e.g. HR/ Finance)
- xiii **'Vice-Chair'** means the Vice-Chair of the Governing Body elected from time to time.

1. Introduction

Welcome to the Romero Catholic Academy. We are an integral part of the Catholic Archdiocese of Birmingham and we work closely with the Diocesan Department of Education, the Local Authority, the Department for Education, our local academies and schools, local business and commerce and the wider community.

This handbook contains some information to help you settle in. It is not contractual and does not form part of your contract with us.

Our Schools

The following schools are within The Romero Catholic Academy:-

Secondary School

Cardinal Wiseman Catholic School

Primary Schools

Corpus Christi Catholic Primary School
Good Shepherd Catholic Primary School
Sacred Heart Catholic Primary School
Saint Gregory Catholic Primary School
Saint John Fisher Catholic Primary School
Saint Patrick Catholic Primary School
SS Peter and Paul Catholic Primary School
Blue Sky Teaching Alliance

“This is what we do:

We plant the seeds that one day will grow.

We water seeds already planted, knowing that they hold future promise.

We lay foundations that will need further development.

We provide yeast that produces far beyond our capabilities.”

Each school retains its own unique ethos and mission recognising the local community it serves. However, our unified Mission states that

“We are a Christ-centred Communities dedicated to faith formation, academic excellence and individual growth for our young people, all rooted in the Gospel message of Jesus Christ.”

2. Induction – Joining The Romero Catholic Academy

The Romero Catholic Academy induction programme is designed to enable you to:

- Be welcomed into the Romero Multi Academy Company (MAC) so you quickly become a contributing member of our team
- Understand the Vision, Mission and Values of the Romero MAC
- Work in a safe and challenging environment
- Accelerate your understanding of our team and personal accountabilities
- Maximise your contributions to the overall performance of the Romero MAC

You will mostly manage your own induction activities, including submitting a completed version of the following checklist to your respective manager at the end of the first 6 months with the Academy. Your manager, HR and School Business/Office Manager will support you during the programme.

At the end of the **first day**, we want you to be able to say:

✓ 'It was clear to me that plans had been made to help me feel welcome and to be part of a team'.

At the end of the **first week**, we want you to be able to say:

✓ 'They really want me to be here, and to be successful. I'm glad I accepted the job offer'.

At the end of the **first two months**, we want you to be able to say:

✓ 'I know what is expected of me and I'm being supported to be successful'.

At the end of the **first six months**, we want you to be able to say:

✓ 'I understand the contribution I am making and I would encourage people I know to want to be part of the success of the Romero MAC'

3. New Starter documents you will receive

| Document | To be provided by | Returned to | Complete |
|--------------------------------|-------------------|-------------|----------|
| Offer Letter | HR | HR | |
| Contract – Terms & Conditions | HR | HR | |
| New Starter Personal Details | HR | HR | |
| New Starter Bank HMRC Dec | HR | HR | |
| Health Questionnaire | HR | HR | |
| Medical Declaration | HR | HR | |
| Childcare Disqualification Dec | HR | HR | |
| Overseas Dec | HR | HR | |
| DBS Online Application | HR | HR | |
| Health & Safety at Work Act | HR | HR | |
| Declaration of Interests | HR | HR | |
| GDPR Consent Form | HR | HR | |
| PREVENT | HR | HR | |

On Your First Day

| | Activity | Accountability | Complete |
|----------------------------------|--|------------------------|----------|
| On your first day, you should... | Be Welcomed | Principal/Line Manager | |
| | Know your Job Description & Main Responsibilities | Line Manager | |
| | Know your Working Hours / Protocols | Line Manager | |
| | Be Introduced to work colleagues | Line Manager | |
| | Be introduced to your 'Induction Buddy' | Line Manager | |
| | Have been on a tour of the building | Line Manager | |
| | Shown Health & Safety Procedures (ie fire drill information, emergency evacuation procedure) | Business Manager | |
| | Know where to access all policies and procedures | Line Manager | |
| | Have completed All New Starter Paperwork | Line Manager | |

During your first week

| | Activity | Accountability | Complete |
|--|--|------------------------|----------|
| During your first week you should be able to understand... | Overview of the Academy Structure and link with the school | Principal/Line Manager | |
| | Overview of the school leadership team | Principal/Line Manager | |
| | The Romero Strategy | Principal/Line Manager | |
| | Key Relationships within the School | Line Manager | |
| | Role Description /Job Specific processes/knowledge | Line Manager | |
| | Your Terms and Conditions of your Contract of Employment | Line Manager | |
| | Company policies and procedures | Line Manager | |
| | Requirements for the next two months | Line Manager | |

During your first month

| | Activity | Accountability | Complete |
|---|---|----------------------|----------|
| During your first month you should know ... | Performance Objectives | Line Manager and you | |
| | Learning & Development Needs Identified | Line Manager and you | |
| | Your key contacts | Line Manager and you | |

3 month Probationary Review

| Document | To be provided by | Returned to | Complete |
|---------------------|-------------------|-------------|----------|
| 3 Month Review Form | Line Manager | HR | |

Towards the end of your first six months

| | Activity | Accountability | Complete |
|--|---|----------------------|----------|
| | Agree performance objectives for the following six months | Line Manager and you | |
| | Informal performance review completed | Line Manager and you | |
| | Identify future learning and development needs | Line Manager and you | |

6 month Probationary Review

| Document | To be provided by | Returned to | Complete |
|---------------------|-------------------|-------------|----------|
| 6 month review form | Line Manager | HR | |

The following information/equipment should be given to you on your first day

| System | To be provided by | Returned to | Received |
|---|-------------------|-------------|----------|
| IT Equipment (as necessary) | School | New Starter | |
| Workspace | School | New Starter | |
| Basic Stationery | School | New Starter | |
| Contact Info Crib Sheet | School | New Starter | |
| MAC Org Structure | School | New Starter | |
| Staff Handbook | School | New Starter | |
| School Development Plan | School | New Starter | |
| Policies and Procedures (<i>refer to website</i>) | | | |

System Logins

| System | To be provided by | Returned to | Received |
|--------------------------------------|-------------------|-------------|----------|
| CINTRA | HR | New Starter | |
| Office 365/Gmail Suite | School | New Starter | |
| Staff ID Badge/Inventory | School | New Starter | |
| Department & School Specific log ins | | | |

4. Buddy System

The Romero Catholic Academy also operates a buddy system during your first few weeks of employment and you will be allocated a “buddy” from within your department.

This is the role and duties of the induction ‘buddy’.

| Induction task | Complete |
|--|----------|
| Introduce yourself and explain your role in the Company | |
| Explain the purpose of an induction ‘buddy’ | |
| Go to lunch with your buddy | |
| Introduction to colleagues | |
| Introduction to working in a Catholic school supporting the ethos and character | |
| Update on upcoming social events | |
| Explain how to get in touch with you eg phone number, direct dial, email address | |
| Touch base with buddy at end of first day | |
| Touch base with buddy at end of first week | |
| Touch base with buddy at end of first two weeks | |
| Touch base with buddy at end of first month | |
| Touch base with buddy at end of first two months | |
| Attend social event with buddy (optional) | |
| Remain available for queries on an ongoing basis | |

5. Pay and Benefits

Pay

The Romero Catholic Academy works in partnership with CINTRA Payroll Services to administer your pay.

The deadline for any payroll changes is around the 15th of each month and provided we have your new starter details by then you will be included in that month's payroll. Please ensure you have returned any new starter forms to your HR contact by 15th of the month. Staff are paid on the last working day of the month via BACS direct into your bank account.

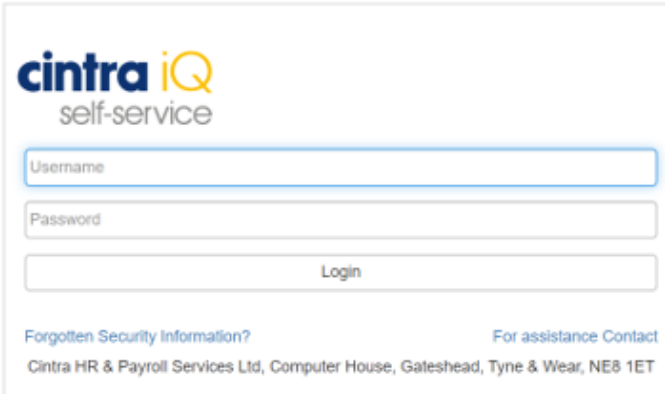
Accessing your Payslip

All payslips are electronic and are accessed via the CINTRA Self Service Portal.

You will receive an email to your work email address shortly after starting with us. This will detail your user name and password to enable you to access the CINTRA Self Service Portal.

You then need to log onto the website for the CINTRA Self Service Portal which is <https://www.ciqss.co.uk/romero>

This is what you will see:



The screenshot shows the login interface for the cintra iQ self-service portal. It features the logo 'cintra iQ self-service' at the top. Below the logo are two input fields: 'Username' and 'Password'. A 'Login' button is positioned below these fields. At the bottom of the form, there are two links: 'Forgotten Security Information?' and 'For assistance Contact'. Below the links, the text reads: 'Cintra HR & Payroll Services Ltd, Computer House, Gateshead, Tyne & Wear, NE8 1ET'.

You then need to enter your username and password as advised to enter the CINTRA Self Service Portal. The first time you log in you will be asked to set a security question. You can change your password to something more memorable once you are logged in.

On the Self-Service Portal you can:

- See all your payslips
- See your P60 (from May 2020)
- Book any annual leave if applicable
- Amend any personal details including Bank Details
- View your attendance record
- Under Settings change your password or security question

BHSF Employee Benefits

The Romero Catholic Academy subscribes to BHSF Employee Benefits for every member of staff.

This can help you manage the cost of dental treatment, eye tests, new glasses or contact lenses, professional therapy treatments and diagnostic health consultations. The Romero Catholic Academy will pay for you to be insured under **Bronze** personal cover. You do not have to pay a monthly premium for this, you can however if you wish increase your cover and pay an additional premium as detailed below.

You will receive a welcome pack containing your policy and full information. You will be eligible to claim from the start date shown on your policy, with the exception of maternity/paternity payment (10 month qualifying period) and for pre-existing health conditions, and related health conditions for hospital in-patient claims (2 years).

Benefits and employee upgrade premiums

(Premiums payable per month, including Insurance Premium Tax)

| Insured persons | | Bronze | Silver | Gold | Platinum |
|--|--------------|---|--------|--------|----------|
| Personal covers policyholder and dependent children* | | Employer-funded | £3.35 | £5.62 | £8.30 |
| Family covers policyholder, partner and dependent children* | | £3.60 | £9.96 | £14.28 | £19.36 |
| Benefit | | Maximum per insured Person, per Scheme Year | | | |
| | | Bronze | Silver | Gold | Platinum |
| Dental | 100% of cost | £50 | £75 | £100 | £125 |
| Dental trauma | 100% of cost | £200 | £300 | £400 | £500 |
| Optical | 100% of cost | £50 | £75 | £100 | £125 |
| Diagnostic consultation | 75% of cost | £100 | £150 | £200 | £250 |
| Therapies combined maximum benefit including physiotherapy, osteopathy, chiropractic treatment, homeopathy, reflexology and acupuncture. | 75% of cost | £150 | £225 | £300 | £375 |
| Chiropody | 75% of cost | £50 | £75 | £100 | 125 |
| Hospital in-patient up to a maximum of 30 nights per Policy Year | per night | £10 | £15 | £20 | £25 |
| Hospital day-case surgery up to a maximum of 10 events per Policy Year | per event | £10 | £15 | £20 | £25 |
| Recuperation payable automatically after a valid hospital in-patient claim of atleast 10 nights | lump sum | £75 | £115 | £150 | £190 |
| Maternity/Paternity (adult benefit only) | per child | £75 | £115 | £150 | £190 |
| Health screening | 75% of cost | £50 | £75 | £100 | £125 |
| Telephone helpline (adult benefit only) | - | 24 hour, 365 days a year telephone helpline offering a counselling service on stress, family relationships, substance abuse and debt, along with information on a range of issues including legal, financial and medical matters. | | | |
| GP consultation service | - | Providing access to a GP helpline 24 hours a day, 7 days a week. Also includes access to an online webcam consultation available Monday - Friday, 8.30am to 6.30pm (excluding bank holidays). | | | |
| Private prescription service | - | The private prescription service enables its doctors to issue private prescriptions and send them directly to a registered pharmacy for despatch to a patient. | | | |
| Access to care (adult benefit only) | - | Telephone facility detailing surgical options and private hospital costs. | | | |
| Discounted gym membership (adult benefit only) | - | Corporate membership rates at over 2,500 participating UK and Ireland gyms and fitness clubs. | | | |
| BHSF Connect (adult benefit only) | - | The BHSF Connect mobile web app provides you with a wide range of money-saving discounts and special offers, plus access to health, wellbeing and lifestyle tools, from gym discounts to health assessments. | | | |

How to make a claim

You can make a claim online by going to www.bhsf.co.uk and enter your username and password details (you will receive this in your welcome pack). The login tab can be found in the top right hand corner of the homepage. If you haven't already registered, you can do this by clicking on the same tab and then clicking register to access your account. You will then need to fill in your details to register.

6. Annual Leave – Non-Teaching staff who work full year only

Full time employees at The Romero Catholic Academy are entitled to a total of 30 days paid annual leave per annum plus 8 Bank Holidays and Bank Holiday leave is to be taken on the day the Bank Holiday falls. Part time employees will have their annual leave pro rated to their working hours and Bank holidays will be calculated in hours as a pro-rata amount. All leave must be pre-authorized by your manager before you take it.

Applications for leave should be submitted to your manager via the online CINTRA self-service portal and your line manager will notify you via an email from the online CINTRA self-service portal whether your request has been granted.

Our holiday year runs from 1st September to 31st August.

The Academy operates an entire shut down each year during the Christmas period and requires all employees to take annual leave to cover this period of time which will be 3 days of leave, dependent on how the dates fall over the Christmas period.

The Academy will permit employees to purchase additional annual leave of up to 10 days per academic year.

Further information on Annual Leave can be found in the policy [here](#)

7. Policies and Procedures

All our policies and procedures which govern the Academy can be found [here](#)

8. Family Friendly Policies

The Romero Catholic Academy offers an enhanced Maternity & Paternity Leave package, together with a suite of policies to support you and your family during your employment.

Further information regarding our policies and associated forms can be found [here](#)