

Notice Periods (model policy)

GCC Plus (HR Policies & Guidance)



Contents:

- 1.0 [Introduction](#)
- 2.0 [Who does the policy apply to](#)
- 3.0 [Teacher notice periods](#)
- 4.0 [Support staff notice periods](#)
- 5.0 [Employer notice periods](#)
- 6.0 [Waiving notice](#)
- 7.0 [Notice for supply teachers and fixed-term or temporary contracts](#)

GCC Plus (HR Policy & Guidance)

Issued by: Human Resources
Reviewed: 09/2022
© Gloucestershire County Council

1.0 Introduction

- 1.1 This model policy provides guidance on the application of notice periods. It explains the notice employees need to give and also what notice the employer should provide in order to end a contract of employment.
- 1.2 The policy applies to the following employees:
- 1.2.1 School support staff (Green Book)
 - 1.2.2 Teachers (Burgundy Book)

2.0 Teacher notice periods

- 2.1 The national conditions of service for teachers provide that classroom teachers, deputy head teachers and assistant head teachers other than those employed on a day to day/other short notice basis (supply) or those employed on a temporary basis (fixed term) must give two months notice and in the summer term, three months notice.
- 2.2 The notice periods are based around whole school terms which mean teachers can only leave at the end of the academic term.
- 2.3 The terms are defined as:
- 2.3.1 Summer term – 1st May to 31st August
 - 2.3.2 Autumn term – 1st September to 31st December
 - 2.3.3 Spring term – 1st January to 30th April
- 2.4 To leave at the end of a term a teacher must give notice by the following date:
- 2.4.1 Summer term – notice given by 31st May
 - 2.4.2 Autumn term – notice given by the 31st October
 - 2.4.3 Spring term – notice given by the 28th (29th) February
- 2.5 Head teachers must give three months notice and in the summer term, four months notice.
- 2.6 Teacher salaries are paid to the end of the academic term except for teachers transferring to new schools at the end of spring or summer term. Due to the nature of the holiday periods, employees transferring will be paid to the end of that term or to the day before they start in the new school, whichever is sooner.

3.0 Support staff notice periods

- 3.1 Notice may be given at any time of the year and the amount of notice should be specified in the contract of employment. The normal notice periods are based upon grade and conditions of service, as follows:

Grade	Notice period
Grade 1 – 7	One month
Grade 8 and 9	Two months
Grade 10 and 11	Three months

4.0 Employer notice periods

- 4.1 In the case of teachers (except those employed on a claims, supply or fixed term basis) and head teachers, the employer is required to provide the same amount of notice as expected from the teacher. Therefore, the employee would leave at the end of the academic term.
- 4.2 For support staff, the contract of employment will state how much notice should be given by the school/council.
- 4.3 For both teaching and support staff, dependent upon the employee's length of service, they may be legally entitled to receive a longer period of notice.

Period of continuous employment	Minimum period of notice
One month or more but less than two years	One week
Two years or more but less than 12 years	One week for each completed year of continuous employment
12 years or more	12 weeks

- 4.4 Redundancy notice periods can be found in the redundancy policy.

5.0 Waiving notice

- 5.1 Governors have the discretion to reduce or waive the notice period but this must be mutually agreed between the employee and governors.
- 5.2 Agreements must be documented and consideration given to when the salary ends to avoid overpayments.

6.0 Notice for supply teachers and fixed-term or temporary contracts

- 6.1 Exceptions to the above might be where a teacher is paid at a daily or hourly rate and/or the teacher's contract specifically provides otherwise, for example teachers employed on temporary or fixed term contracts.
- 6.2 In the case of Fixed Term Contract or Specific Event Contract (an example of a Specific Event Contract may be a contract which terminates on the return of an employee on maternity leave) the contract expires and therefore terminates automatically on the specified date or on the occurrence of the relevant event. There is no requirement for notice to be issued in these circumstances.
- 6.3 Fixed Term Contracts are however capable of being terminated at an earlier point by issue of notice – the relevant notice period will be as specified in the contract of employment.