



**Ivington C of E
Primary and
Pre-school**

*Reaching together with the Fruit of the
Spirit (Galatians 5:22-23)*

**Honoraria Payment
Policy**

Approval of the Governing Body

This document is a statement of the aims, principles and strategies for:

Honoraria Payment Policy for school support staff for all categories of school

at

Ivington CE (VA) Primary and Pre-school

It was revised during the:

Spring Term 2024

It has been agreed and is supported by the teaching staff and the governing body.

We aim to review this policy during the:

Spring Term 2027

Or sooner if necessary



Linking with our Vision – Reaching together with Love, Joy and Peace (Galatians 5:22-23)

To provide a caring, Christian ethos for the school, which inspires and excites a shared enthusiasm for life and learning.

At Ivington CE Primary and Pre-school, through our strong Christian ethos and focus on nine important Christian values, we are committed to providing a deeply nourishing, spiritual, ambitious, and broad curriculum.

Our motto, 'Reaching together' underpins our belief in equality of opportunity for all, where we actively endeavour to promote understanding and appreciation of our diverse society and give each child a special place in the world where they feel valued, essential to our community and equipped with the necessary skills to make a positive contribution.

We perceive our role to be opening a 'Window on the World', through which our pupils are actively encouraged to develop respect for the beliefs and cultures which enrich their everyday lives and encourage others to do likewise.

We strive to eliminate inequality through our deep Christian ethos of respect and understanding of all groups in society, which ensures that everyone at Ivington will be treated fairly despite his or her creed, colour, disability, or gender.

More details are available in our Inclusion, Racial Equality and Equal Opportunities policies.

The health, safety, and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure, and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

INTRODUCTION

This document sets out the school's policy and procedure in relation to the payment of honoraria to school support staff.

The governing body has a responsibility to ensure equal pay for all employees and so the use of honoraria payments should be carefully considered, and be capable of justification. HR Services can advise you on the circumstances when an honorarium may be appropriate, and also help you consider the sums to be paid. This policy should be made available to all support staff.

USE OF HONORARIA PAYMENTS

Honoraria payments can be used

- To recognise a *specific* contribution that an employee has made (i.e. not general performance in a role) by making a single payment to him/her,

or

- to recognise that an employee is temporarily undertaking additional responsibility for a continuous period of at least four weeks, up to a maximum of 6 months, by making a regular monthly payment to them during that temporary period. This may be, for example to cover the work of another employee during a period of absence, or for developmental reasons. Honoraria payments should not be used when the additional responsibilities are clearly of a permanent, or long-standing, nature.

Honoraria payments should not be used:

- 1) When the additional responsibilities are clearly of a permanent, or long-standing, nature.

In these circumstances either:

- the employee should be paid in accordance with the established grade of the role, either permanently, or temporarily e.g. a secondment. The Head teacher or nominated representative should liaise with HR Services to ensure that the necessary arrangements are made. OR
 - if the Head teacher considers that a job has changed *significantly*, and the additional responsibilities are permanent, then the post will be put forward for re-evaluation to confirm whether the additional responsibilities would result in a grade change. (See HR027 Job Evaluation Policy)
- 2) As payments for time worked, accumulated annual leave or as an alternative to overtime payments.

DECIDING HOW MUCH THE HONORARIUM SHOULD BE

Single Payments

There is no set formula for calculating the value of honorarium payments to recognise when an employee has made a specific contribution, because this will depend upon the nature of the contribution made, and the impact of it. Head teachers or nominated representatives should aim to strike a balance between saying 'thank-you' or 'well done', whilst also being responsible in terms of budgetary implications.

There may be occasions when an employee undertakes *significantly more* work for a continuous period of at least four weeks during the absence of a colleague, or whilst a post is vacant. If the work is of a higher level of responsibility then payments should be made in accordance with the example(s) on page 3 (under regular payments). If the work is not of a higher level, then Head teachers or nominated representatives may wish to consider making a 'single payment', when the period has ended, to mark the employee's specific contribution. However, Head teachers or nominated representatives need to ensure that they manage the workload appropriately. In many circumstances, the work may be shared sensibly amongst the team, and the work can therefore be adequately covered without placing unreasonable demands on team members, or incurring additional costs.

Regular Monthly Payments

If an employee temporarily covers the higher level responsibilities of another role, continuously for at least four weeks, they should receive an honorarium that takes their salary to a scp *within* the established grade of the role they are covering. This must be at least one scp higher than their current scp. When they have reached the qualifying period of four weeks, the honorarium, if authorised, will be backdated to the date on which they commenced the additional responsibilities (i.e. backdated to cover the four weeks they have already worked). As a guide payments will usually be up to a maximum of 5% of their current salary however a school may use their discretion when determining the appropriate honoraria payment. Requests for honoraria should be submitted promptly because employees covering higher graded roles, quite reasonably, expect prompt payment.

Where it is considered that more than one employee in a team could reasonably undertake the additional responsibilities, they should each have an opportunity to express an interest in the role, and a selection process then carried out to determine who will undertake it. Consideration may also be given to sharing the opportunity e.g. two employees covering the additional responsibilities, for 18.5 hours per week each.

Example 1:

If a full-time employee on 04HC, spinal column point 5 (£21,575) is covering the responsibilities of an employee on 05HC, the calculation would be:

£21,989 (05HC/scp 6) - £21575 (04HC/scp 5) = £414

£414 divided by 12 months = £34.50 per month

Example 2:

If the above employee shared these tasks, evenly, with a colleague paid on 04HC, spinal column point 4 (i.e. on a slightly lower salary) then the calculation would be
Employee 1 = £34.50 (see above) x 0.5 (i.e. 50% share) = £17.25 per month

Employee 2 =

£21,989 (05HC/scp 6) - £21,189 (04HC/scp 4) = £800

£800 divided by 12 months = £66.67 per month

£66.67 x 0.5 (i.e. 50% share) = £33.33 per month.

Note: figures quoted above are as at 1 April 2023

PROCEDURE

If an honorarium seems appropriate, the Head teacher will submit Form HON1 'Honorarium Request' to HR Services, outlining the reasons for awarding the honorarium (within the guidelines above), specifying whether it is a single payment, or a temporary monthly payment. If it is to be a monthly payment, Head teachers must also set out the calculation they have used, and an end or review date. HR Services will write to the employee to confirm when the payment(s) will be made. Head teachers or nominated representatives should ensure that they take this opportunity to say 'thank you' or 'well done' to the employee. This is most effective when it is done face-to-face, and perhaps followed-up by a letter.

COMPLIANCE

Failure to follow this policy and procedure may impact on good employee relations and the reputation of the school and governing body as a good employer. In addition, it may result in the school and governing body breaching employment legislation and incurring financial penalties.

Managers who fail to manage in accordance with this policy will be investigated and this may lead to formal action under the appropriate managing performance or disciplinary policy and procedure.

IMPACT ON THE SCHOOL'S PRIORITIES

The policy provides clear statements about governor, Head teacher, manager and employee responsibilities to ensure that the conduct of all school employees is of a high standard. This process supports schools in delivering excellent teaching and learning and enables the governing body to effectively meet its key school priorities.

TRAINING AND AWARENESS REQUIREMENTS

Head teachers and employees will be informed about this policy and procedure via appropriate communication channels.

MONITORING

The Corporate Director, Childrens and Young People is responsible for ensuring the implementation and review of this policy and procedure.

REVIEW

This document will be reviewed after three years unless circumstances demand a review before then e.g. change in legislation.

Version log

Version	Status	Date	Description of change	Reason for change	Pages affected
0.01	DRAFT	Aug 13	Adapted from course document (HC policy as at 9 Jun 2013)	New school policy	All
V1.0	FINAL	Nov 13	Published	New school policy	All
V1.1	UPDATED	Sept 16	Reviewed and moved to new template	Review	All
V2.0	Updated	Sept 2019	Slight wording review to align to HC Honoraria Guidance. Examples amended to reflect new pay grades	3 yearly review as timetabled	All
V2.1	Updated	October 2023	Aligned to HC Honoraria Guidance. Updated pay calculations	3 yearly review as timetabled	All