



# The Societas Trust

## Long Service Award Policy

### 1. INTRODUCTION

The Societas Trust recognises that the high standards and quality of educational provision is dependent upon the contribution, effort and loyalty of the staff it employs together with the Directors and Governors that serve on the Trust Board and Local Governing Boards of each individual school.

The Long Service Award provides an opportunity for the Societas Trust to demonstrate that the contribution and commitment that employees and Governors have made is highly valued. This policy applies to all staff employed by The Societas Trust together with the Governors who have served on the individual school/academy boards.

### 2. ROLES AND RESPONSIBILITIES

The Trust Board has agreed payment of a reward in recognition of service given to the individual schools within the Trust. They are responsible for approving this policy and the Local Governing Boards are responsible for overseeing the implementation of this policy in their academies.

The CEO and Headteachers are responsible for ensuring that staff are treated fairly and consistently in the application of this policy.

### 3. SCOPE

The Societas Trust is committed to promoting equality and diversity in its policies, procedures and guidelines ensuring that it meets the diverse needs of its workforce and stakeholders, ensuring that no individual or group is disadvantaged.

### 4. ELIGIBILITY

This policy applies to:

Employees who have accrued 25 years continuous public service within Local Government, other public sector organisations, or other Multi Academy Trust, with the last years being in the employment of The Societas Trust.

- Awards are made irrespective of whether the service is full or part time, temporary or permanent.
- Periods of maternity leave are counted as continuous service as long as the employee returns to work within the Trust.

Governors who have served on the Local Governing Board for a period of 25 years will also be eligible for a long service award

## **5. PROCEDURE**

The School Business Manager will notify the Headteacher, Hub Manager and CEO of all employees and Governors who will meet the eligibility criteria on a yearly basis. They will complete a Long Service Request Form. (Appendix 1) This will normally be paid at the end of the academic year that they become eligible. These awards should be included in the Budgets of each academy.

Once an award has been approved at each individual academy, then a communication should be sent to the Hub Manager who will advise if there are other long service awards due across the Trust. Should there be several awards across the Trust, then a Trust event may be arranged. Alternatively, the award(s) and letter (Appendix 2) from the Trust/Headteacher will be presented by the Headteacher and /or CEO on behalf of the Trust at an individual school event at the end of the academic year.

## **6. THE LONG SERVICE AWARD**

The award for 25 years' Service will consist of a Voucher to the value of £150 alongside a certificate, plus a flexi day (to be taken at the discretion of the Headteacher), and letter of recognition from the Headteacher and CEO on behalf of The Societas Trust.

Employees/Governors are not to receive any cash equivalent in order to avoid any questions relating to tax liability.

## **7. MONITORING AND REVIEW**

This policy will be reviewed on an annual basis by the Trust Resources Committee.

**Reviewed & Agreed by the Trust Resources Committee on 28 March 2019**

Review Date– Autumn 2019

## Appendix 1



### Long Service Request Form

Full Name -----

Address -----

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Job Title -----

Commencement Date of Employment -----

Value of Long Service Award -----

### Receipt of Long Service Award Voucher

Name -----

Signature -----

Date -----

Would like to attend an event for the presentation? – yes / no

## Appendix 2



Societas Hub  
Ellison Primary Academy  
Wolstanton  
Newcastle-under-Lyme  
ST5 0BL

CEO: Mr Jon Lovatt

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JL/

Date

Name and Address

Dear,

I would like to take this opportunity both personally as CEO of The Societas Trust and on behalf of the Directors of The Board and the headteacher of XXXXXXXX Primary Academy to formally thank you for the service you have given to XXXXXXXX Primary Academy. I have pleasure in enclosing your Long Service Award

The Award is in the form of a Gift Voucher and I am sure you will be able to put them to good use in purchasing a memento of your long association with XXXXXXXX Primary Academy.

In extending the Trust's sincere thanks for your valued contribution over the last xxx years, which has been valued by all colleagues, may I join them and convey our best wishes for the future and hope that you enjoy a happy continuous employment at XXXXXX Primary Academy.

Yours sincerely

Jon Lovatt, CEO

AN Other

The Societas Trust

Headteacher

The Societas Trust is a company limited by guarantee, registered in England and Wales with registration number 09987031



Ash Green Primary



Ellison Primary



Gladstone Primary



Goldenhill Primary



Summerbank Primary