

## **Guidelines for Requests from staff for holiday during term time**

### **Teaching staff / SNAs / all other staff except lunchtime supervisors / cleaners**

- Staff have a commitment to the school, to help to raise standards and for the education of the children in its care.
- Having time off during term time means lack of continuity for the children and is disruptive to progress..

Therefore:

- Holidays should not be taken in term time.
- Any requests received will be considered in the light of the circumstances, but a request will be seen as a holiday 'once in a lifetime' experience.
- Permission for such a holiday will only be given once.
- Time off for a holiday if given will be on an unpaid leave basis.
- Requests for holidays should be given in writing prior to the holiday being booked.

### **Lunchtime Supervisors**

- Taking holidays during term time is not an automatic right.
- As such staff only work 1 hour 15 minutes a day, requests will be dealt with sympathetically.
- It would not be expected that staff would request a holiday during term time each school year.
- Any successful requests would be on an unpaid basis.

### **Cleaners**

- Taking holidays during term time is not an automatic right.
- As such staff only work to a maximum of 2 hours 30 minutes a day in term time, requests will be dealt with sympathetically.
- It would not be expected that staff would request a holiday during term time each school year.
- Any successful requests would be on an unpaid basis.

AME  
Headteacher

ME  
Chair of Governors

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