

# **Dore Primary School**

## **Redeployment Policy**

Version	1.0
Author	Schools' HR Service
Date Approved by Governing Body	February 2018
Review Date	February 2022

# CONTENTS

<b>SECTION 1</b>	<b>Policy</b>	<b>3</b>
1.1	Introduction	3
1.2	Aims/principles	3
1.3	Application	3
1.4	Scope	3
1.5	Roles rights and responsibilities	4
1.6	Local authority nomination of employees	5
1.7	Priority	5
1.8	Redeployment and disability	5
1.9	Parental leave	5
1.10	Temporary appointments	6
1.11	Payment during a work trial	6
1.12	Notice periods	6
1.13	Payment if notice period is extended to facilitate work trial	7
1.14	Pay protection	7
1.15	Redeployment into another school based role	7
1.16	Redeployment into a council role	8
1.17	TLRs and other allowances	8
1.18	Redeployment into a job with different hours	8
1.19	Jobs lists	8
1.20	Redeployed teachers – salary matching at new school	8
1.21	Remaining on the redeployment list/talent pool	8
1.22	Record keeping	9
1.23	Applying for promotions	9
1.24	Bumped redundancies	9
<b>SECTION 2</b>	<b>Procedure</b>	<b>10</b>
2.0	Process summary	10
2.1	Accessing the talent pool	11
2.2	Advertisement of posts	11
2.3	Skills audit	11
2.4	Freezing vacancies	11
2.5	Supporting employees	12
2.6	Monitoring and review meetings	12
2.7	Interview and feedback	12
2.8	Work trials	12
2.9	Successful redeployment	13
2.10	Unsuccessful redeployment	13
2.11	Refusal of suitable alternative employment	13
2.12	Right to be accompanied	13
2.13	Disputes/concerns	14
2.14	Multiple employments	14
<b>SECTION 3</b>	<b>Appendices</b>	
3.1	<b>Flowchart</b>	
3.2	Notice periods for teachers and headteachers	

## **SECTION 1      Policy**

---

The Governing Body of **Dore Primary School** adopted this policy for teaching and support staff on **8<sup>th</sup> February 2018**. It will review it in **3/4 years**.

### **1.1 Introduction**

The Governing Body is committed to providing high standards of education and values the contribution made by its employees in the efficient and effective delivery of this provision. Where employees can no longer remain in their existing posts, it is of mutual benefit to the school, the local authority and employees if they can be retained using their skills and experience in other available areas of employment. Such opportunities may be within this school, other schools or Local Authority services within the city of Sheffield.

The Governing Body will work in partnership with the Local Authority and the schools HR provider, be proactive and make all reasonable efforts to support employees at risk of redundancy or who may be subject to redeployment to seek to continue their employment.

This policy sets out the legal requirements and practice required to manage the outcomes of restructuring and redundancy situations, as well as other circumstances that may lead to redeployment.

### **1.2 Aims/Principles**

- To ensure a fair and consistent approach is adopted in the management of redeployment across Sheffield schools and Local Authority services.
- To (where possible) facilitate recruitment into an alternative post, where the skills and abilities of an employee can be used positively.

### **1.3 Criteria for redeployment**

Employees must be at risk of redundancy and have been issued with a redundancy selection notice to be eligible for redeployment.

Other employees that may be considered for redeployment include:

- Those deemed medically incapable of performing their duties (as deemed by Occupational Health Service) in their current post but would be capable of other duties.
- Employees considered eligible by the governing body on other grounds e.g. where there has been a request related to Dignity and Respect at Work policy or Whistleblowing.

### **1.4 Scope**

This policy applies to

- Employees working in Community and Voluntary Controlled Schools
- Employees working in Voluntary Aided and Foundation Schools
- This does not apply to employees working in academies however the principles may be adapted for employee redeployment within Academy Trusts.

## 1.4 Roles/rights and responsibilities

### School/employee/SCC/HR provider

All parties will fully participate in the process

Employees	School	HR Provider (where requested by school)	Sheffield City Council/Talent pool
<ul style="list-style-type: none"> <li>• Actively seek redeployment opportunities alerting the school/HR provider to posts they feel may be suitable</li> <li>• Keep a record of posts applied for and outcomes</li> <li>• Be able to give reasons for not pursuing or accepting offers of redeployment</li> <li>• Right to be accompanied by TU representative or work colleague at all meetings (the process will not be unreasonably delayed to accommodate representation)</li> <li>• Right to reasonable time off to meet TU representative</li> <li>• Right to reasonable paid time off for interviews and to undertake work trials with a new school or LA service</li> <li>• Right to access occupational health (where appropriate)</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• To mitigate against redundancy by working with the employee to seek redeployment</li> <li>• To engage HR provider to support school/employee with redeployment where necessary</li> <li>• Allow employees to be accompanied by TU representative or work colleague at all meetings</li> <li>• Allow employees reasonable time off to meet with their TU representative</li> <li>• Allow employees <b>(in line with their statutory right)</b> reasonable paid time off for interviews, and to undertake work trials within a new school or local authority service (negotiations need to take place where the employee is working additional hours/weeks in their trial posts)</li> <li>• Allow employees access to Occupational Health where appropriate</li> <li>• Consider alternative options for employee with redeployment status</li> <li>• Provide support to employees throughout the redeployment process</li> <li>• Work in conjunction with HR provider as required.</li> </ul> <p>NB. The school is responsible for all actions listed in HR provider list where not carried out by the school's HR provider.</p>	<ul style="list-style-type: none"> <li>• To meet with the employee to discuss redeployment process, support, training needs</li> <li>• To liaise with the talent pool to request the freezing of posts</li> <li>• To support the school in negotiations with other schools/talent pool</li> <li>• To liaise with all parties re arrangements of work trials</li> <li>• To support the school with redeployment meetings</li> <li>• To support the school in co-ordinating and supporting the redeployment of an employee</li> <li>• To maintain regular contact with redeployee and manager</li> <li>• Liaison with recruiting managers of potential suitable vacancies</li> <li>• Liaison with OH service in relation to redeployment on health grounds</li> </ul>	<ul style="list-style-type: none"> <li>• To allow access to the talent pool for all eligible employees</li> <li>• To contact managers to freeze posts (where requested)</li> </ul>

### **1.5 Local authority nomination of employees**

Each Governing Body has responsibility for the employment of staff in school. The Local Authority can therefore only request consideration of individual appointments and cannot place staff in schools, but actively encourages schools to participate in the redeployment strategy in a collaborative way. Schools and the local authority have no right to nominate or redeploy to Academies and vice versa.

### **1.6 Schools right to consider/refuse**

- The Governing Body is responsible for the employment of staff in school and has a legal responsibility to seek suitable alternative employment for their employees, the school may manage this themselves or seek the support of their HR provider.
- The school will consider redeployment whenever the minimum requirements of a person specification are met, or where it is possible to demonstrate that they would be met, with training within a 3 month period/reasonable period
- Schools may offer a priority interview or guaranteed interviews.
- Governing Body's should give due consideration to offering interviews, work trials or employment to an employee seeking redeployment.

### **1.7 Priority**

The school will give higher priority to individuals in a redundancy or disability situation over those being redeployed for other reasons.

Where any employee is being placed on the talent pool/redeployment list for reasons relating to any other process, e.g. management of sickness absence etc. the associated process must continue whilst the employee is on the redeployment list.

### **1.8 Redeployment and disability**

Reasonable adjustments must be considered as part of the recruitment process.

Employees with a disability may request a higher graded job opportunity is frozen, or in the case of schools vacancies request a guaranteed interview as a reasonable adjustment. Usually this action is taken in circumstances where a post at the employee's grade or one grade below is not available or would not be suitable even after reasonable adjustments have been made, each case will be assessed individually.

### **1.9 Parental leave (Maternity/Adoption/Additional Paternity/Shared Parental Leave)**

Employees on maternity/adoption/additional paternity/shared parental leave have priority in redeployment over other employees where they have received a formal redundancy notice.

If a post is identified as suitable within the employee's current school then it must be offered to the employee on maternity/adoption/paternity leave over any other eligible member of staff, even if they are not the best candidate for the post (this would not apply to a post more than one salary grade below).

If the employee asks to freeze a Sheffield City Council post more than one grade below their current grade, or wishes to claim priority on a schools based post more than one grade below, the school/LA may not consider this a suitable alternative, however where possible such requests will be considered.

### **1.10 Temporary appointments**

Employees can request temporary SCC vacancies are frozen. In these situations an employee accepting a temporary vacancy should be added to the talent pool/redeployment list 12 weeks before the end of the temporary contract (subject to the manager confirming the position will not be extended beyond the end date). Employees will commence the re-deployment process again under their new grade or protected grade.

The original school remains liable for any redundancy costs however if employed on successive contracts or a contract that exceeds 12 months the new temporary post becomes their substantive post and the liability for redundancy costs moves to the current recruiting manager.

### **1.11 Payment during a work trial**

Payment during a work trial will be at the employee's normal contractual rate, the cost during this period will be met by the current school. If the work trial exceeds 4 weeks the cost of this additional period of work trial will be met by the recruiting manager or (subject to negotiation) shared between the current school and recruiting manager.

### **1.12 Notice periods**

An employee who is dismissed by means of redundancy is entitled to contractual notice in accordance with their conditions of service.

For teaching staff, notice can only be effective from the end of each term i.e. 30 April, 31 August, 31 December. The Conditions of Service for School Teachers states the final date each term when notice can be issued. It must also be ensured that a teacher is given statutory notice, which is 1 week notice for every year of service, up to a maximum of 12 weeks.

For support staff, the notice period is dependent upon the length of continuous service (see table below). The Conditions of Service gives a minimum entitlement of 1 week notice for every year of service, up to a maximum of 12 weeks.

If the Council dismisses an employee, then the minimum period of notice to be given is shown in the following table.

Spinal Column Point	Notice Period
41 and above	3 calendar months
32 to 40	2 calendar months
1 to 31	1 calendar month

The employee may be entitled to a greater period of notice than the minimum depending upon length of service. The following notice periods will be used when greater than the minimum set out above.

Length of Service	Minimum Notice
Four years or more but less than twelve years service	1 week for each year of continuous employment (minimum 4 weeks)
Twelve years or more service	12 weeks

### **1.13 Payment if notice period is extended to facilitate work trial**

Referring managers are expected to release staff early to take up work trial wherever possible. Employees should not assume that notice periods can be extended to accommodate work trials this would be an individual school decision depending on the circumstances of the case. Schools will only extend work trials where there are no additional costs to the school and this is to seek to avoid redundancy.

Notice periods will not normally be extended to attend interview or begin a work trial where this has not already commenced prior to the termination date specified in the notice of redundancy dismissal.

In most cases an employee's notice period and work trial will run concurrently. If a work trial takes an employee beyond the termination date contained in their notice of dismissal by reason of redundancy and if the work trial is unsuccessful and this is considered reasonable the employee remains dismissed by reasons of redundancy, and the employee's entitlement to redundancy payment is calculated as at the actual date their employment was terminated not the termination date contained in their notice of redundancy dismissal, or the date that marked the end of the trial period.

The decision whether to extend a notice period, either to accommodate a work trial or to allow further job search (i.e. to extend by the length of an unsuccessful work trial) is at the discretion of the school, there is no statutory requirement to do so. In such cases schools are advised to seek advice from their HR provider to ensure all statutory and contractual notice periods have been observed, and the related costs considered.

Where an employee is offered a second or subsequent work trial outside of their notice period, any further recalculations in relation to their redundancy payments will be at the discretion of the school, and only granted in exceptional circumstances. Where this is refused the last notice of redundancy payment will apply. Such extensions and recalculations are limited to a maximum of 2 occasions and are subject to school agreement.

### **1.14 Pay Protection**

Pay protection is not implemented until the notice period is concluded.

Pay protection is restricted to the number of hours the employee currently works if moving from a part time job to a full time job. No pay protection is payable for full time employees accepting a part time job for the proportion of time lost.

### **1.15 Redeployment into another school based role.**

Redeployment opportunities will be at the same grade or one grade lower, in these circumstances salary protection will apply at the maximum of one grade above the new post for a maximum of 2 years for support staff, and in line with the statutory provisions

of the STPCD for teachers.

### **1.16 Redeployment into a council role.**

If support staff are redeployed into a council role they will be placed on their current spinal column point, if the post attracts a lower rate of pay protection will be at the maximum of one grade above the new post for a maximum of 2 years.

If teaching staff are redeployed into a council teaching role they will be placed on their current salary point (or where structures differ the nearest point), where the post attracts a lower rate salary safeguarding arrangements will apply in line with STPCD

SCC does not consider that moving teaching staff moving into support staff roles is suitable alternative employment as this has implications for conditions of service and pay protection. If a teacher did move into a non-teaching role they would be accepting the post on its full SCC conditions and pay would not be protected.

### **1.17 TLR's and other allowances**

Any TLR's and other allowances paid to teachers are also subject to safeguarding arrangements in line with STPCD.

### **1.18 Redeployment into job with different hours (part-time/full time/term time)**

The school will endeavour to redeploy an employee or their contracted hours/weeks of work up to a maximum of 37 hours per week at the same grade or lower, or at the grade they are protected at if currently on pay protection.

Recruiting managers should consider applications from part time employees without prejudice and consider part time hours even when a job is advertised at full time hours.

Part time employees may be redeployed into a full time role however a check should be made that there are no other employees seeking redeployment that may have a priority status.

Full time employees may be redeployed into a part time or term time post, where this is the case no salary protection or redundancy payment will be given for the reduction in hours worked.

### **1.19 Jobs Lists**

Schools/HR providers can access the list of SCC jobs and the Teachers Vacancy list via the schools statutory HR team email [HRAdvisoryService@sheffield.gov.uk](mailto:HRAdvisoryService@sheffield.gov.uk)

### **1.20 Redeployed teachers – salary matching at new school**

Safeguarding between maintained schools would apply in line with the STPCD however there is no obligation for the recruiting school to match a teacher's existing salary/salary range. It should be clearly agreed on appointment what the relevant substantive range for the post and starting salary would be for the post.

### **1.21 Remaining on the redeployment list/talent pool**

Employees will stay on the redeployment list until the end of their notice period has expired or school/HR provider notifies an extension has been made.

### **1.22 Record keeping**

The school/HR provider and the employee are responsible for maintaining a record of all actions they have taken in relation to the redeployment of an employee , development opportunities, work trials and feedback.

### **1.23 Applying for promotions**

Employees in the talent pool that wish to apply for a promotion will normally have to apply and compete for the post via a competitive recruitment process (unless the provisions of the Equality Act (disability) apply).

### **1.24 Bumped redundancies**

The process of redeployment into a bumped redundancy must ensure that a potentially redundant employee should move into another job and displace the present holder of that post who will then be dismissed by reason of redundancy. This option is only available to those who meet the criteria and service requirement.

Such a dismissal is still by reason of redundancy. The reduction in work which caused the dismissal, does not have to be the work actually done by the dismissed employee. So by bumping someone else out, that is by dismissing someone else so that their job can be given to the redundant employee, can be a redundancy.

## SECTION 2 Procedure

---

### 2.0 Process Summary

1. The redeployment process begins as soon as the employee has been identified as meeting the eligibility criteria (i.e. has received selection notice or has been approved for other reasons).
2. The Headteacher (or delegated appropriate person e.g. HR provider) arranges to meet the employee and their TU representative or work colleague. Headteacher explains the reasons for redeployment and will discuss any alternative options with the employee.
3. Employee is asked by the school (usually via the HR provider) to complete a skills audit that includes previous work history and a summary of their key skills and attributes. This aids the employee find suitable matches for suitable alternative employment, and identifies training needs to maximise redeployment opportunities.
4. The School (or HR provider where delegated) completes a referral form to register the employee with the talent pool (see appendix B for form and instruction) and submits to [HRAdvisoryService@sheffield.gov.uk](mailto:HRAdvisoryService@sheffield.gov.uk)
5. The employee should be given a named contact either in school or via the HR provider whom they can contact to advise they are interested in a job.
6. The Headteacher will explain to the employee there is a definite end stage to the redeployment process, when this will be, and that the employee will either be successfully redeployed into a different post, or their employment will be terminated.
7. The school/HR provider will maintain contact with the employee throughout the redeployment period to provide ongoing support and monitor progress.
8. The school/HR provider should email the employee with all the current job listings on a weekly basis advising that they let their named contact in either the school or HR provider know if there are any jobs they are interested in.
9. School/HR provider and employee review Jobshop/TVL for suitable vacancies, where there is a potential match in a SCC jobs the employee requests (via the school/HR provider) that the post is frozen for a priority interview, where there is a potential match in a school they can request a guaranteed interview.
10. **If SCC post** - School/HR provider contacts the LA HR team(talent pool) to arrange the post is frozen, and HR/talent pool liaise with HR provider/employee/manager re frozen post to discuss possibility of priority or guaranteed interview.
11. **If schools post** – school/HR provider contacts the recruiting school directly to request a priority or guaranteed interview.
12. Recruiting manager advises details of interview directly to employee
13. Employee attends interview
14. Recruiting manager gives feedback directly to employee.
15. **Schools posts** - Recruiting manager and current school/HR provider arrange work trial.
16. **SCC posts** – recruiting manager (via talent pool) arrange work trial.
17. If successful commences work trial
18. If unsuccessful goes back into talent pool
19. Employee is responsible for keeping school/HR provider informed of progress.
20. **Schools posts** – the recruiting manager and the current school/HR provider

review the work trial, establish whether this has been successful and notify the employee directly.

21. **SCC posts** – the recruiting manager and HR (Talent pool) review the work trial, establish whether this has been successful and notify the employee directly who should then advise the school/HR provider.
22. If work trial successful – employee is redeployed
23. If work trial unsuccessful – employee goes back in talent pool
24. 4 weeks from end of notice period school/HR provider ensures a review of progress is held, and employee notified that redundancy is the probable outcome where no suitable alternative employment is evident.
25. If no suitable alternative employment found by end of notice period employee is made redundant.
26. If employee is successfully redeployed or notice period is extended school/HR provider should notify talent pool accordingly.

## **2.1 Accessing the talent pool**

The Local Authority keeps a record of redeployees known as the 'Talent Pool'. The talent pool ensures employees seeking redeployment (for reasons for redundancy only) are given priority over all other candidates in recruitment to Local Authority posts where they possess, or can be developed within a reasonable period/3 months to gain the necessary skills.

The talent pool is available to schools employees seeking redeployment into the Local Authority, entry to the talent pool is strictly upon receipt of a redundancy selection notice, the time spent in the talent pool should be the notice period of the employee. The talent pool does not assist school employees in identifying suitable opportunities for redeployment this is the responsibility of the school/employee.

## **2.2 Advertisement of posts**

SCC posts are registered with the talent pool before they can be authorised for wider internal circulation or external advertisement. Schools can access current posts by contacting the schools statutory HR team email [HRAdvisoryService@sheffield.gov.uk](mailto:HRAdvisoryService@sheffield.gov.uk)

Schools posts are advertised generally via HR Connect who create the jobshop (list of all current vacancies – see above) and Teachers' Vacancy List TVL that is available to download from CWLB postbag.

## **2.3 Skills audit**

Employee is asked by the school/HR provider to complete a skills audit form that includes previous work history and a summary of their key skills and attributes. This helps the employee find suitable matches for suitable alternative employment, any training needs should also be identified to maximise redeployment opportunities. This information should be retained and acted upon by the school or HR provider.

## **2.4 Freezing vacancies**

SCC managers can be asked to freeze a post for redeployees prior to it being advertised. Schools posts cannot be frozen but guaranteed interviews can be requested.

Recruiting managers should provide informal discussions where requested to explain

the duties of the job to the employee.

Employees in the talent pool can freeze corporate vacancies or request a guaranteed interview where they meet or largely meet the essential criteria on the person specification and are a current/protected grade match or one grade below the employee's grade. An employee currently receiving pay protection can freeze opportunities at the grade they are protected at and their current grade during a pay protection period.

Redeployment into a job more than one grade below can be requested but only if that particular opportunity is not deemed a reasonable alternative for other eligible employees in the talent pool.

## **2.5 Supporting employees**

It is the schools responsibility (supported by their HR provider) to support their employees with the redeployment process, this includes.

- Regular contact between the school/HR provider and the employee
- Liaison with HR connect to place on the redeployment list
- Regular checks of the Job Shop/TVL to check for vacancies
- Contact to inform of all vacancies
- Interview and application advice

## **2.6 Monitoring and Review meetings**

During their notice period employees can arrange meetings with their named person in school/HR provider as required to discuss progress with the redeployment process.

## **2.7 Interviews and feedback**

Unless the interview is linked to a process to which other applicants are invited e.g. open recruitment, the recruiting manager should endeavor to interview the employee within a week of a suitable match being made to prevent unnecessary delays to recruitment to the role.

If an employee is successful at interview they should be offered a work trial, verbally and then in writing outlining details and conditions of the trial period.

If an employee is unsuccessful at interview, the panel should ensure appropriate feedback is offered directly to the employee. This feedback should be used to support the employee at further interviews.

## **2.8 Work trials**

All offers of employment under the redeployment procedure are subject to a statutory four week work trial, the purpose of which is to give the employee and the manager time to decide whether the post represents suitable alternative employment and to consider experience and performance.

Some SCC managers may request a longer work trial in which case this would be at the discretion of the school. Work trials should generally only be extended in limited circumstances e.g. where retraining is required and the reasons for this should be captured in writing.

No employee will be confirmed in post until the completion of a successful work trial.

The end date of a work trial should not exceed the notice period unless agreed with schools. The work trial should be reviewed midway, to discuss whether this is working satisfactorily for the manager and employee and identify any additional support or training that is required.

Work trials can be brought to an end, following consultation with the employee if the manager feels it is unsuccessful in which case the employee will revert to their original post.

It cannot be guaranteed that any existing flexible working or term time arrangements will be available in any job an employee is seeking redeployment into, therefore if a work trial becomes available during non-working days, or non-term time the employee can be reasonably expected to accommodate this. A notice period will not be extended for this reason.

A work trial may be moved/extended to accommodate annual leave/sickness absence subject to agreement between the current school and recruiting manager provided this does not exceed the notice period.

## **2.9 Successful redeployment**

If successfully redeployed the appointment will be confirmed in writing by the recruiting manager and the school/HR provider should notify the talent pool accordingly and notify the Statutory HR team to ensure the Notice of Dismissal by reason of redundancy is withdrawn and no redundancy payment is made.

## **2.10 Unsuccessful redeployment**

If an employee has not been successfully redeployed. and they are approaching the end of their notice period the manager and HR provider should finalise details of the termination of their employment should they not find alternative employment on or before their termination date.

## **2.11 Refusal of suitable alternative employment**

Any employee who has received formal notice of redundancy dismissal, who unreasonably declines offers of suitable alternative employment or unreasonably terminates a work trial in that employment will be deemed to have resigned and will forfeit the right to a redundancy payment.

The reasonableness of a refusal will include consideration of the employee's individual circumstances connected with the pay, status and duties of the post concerned, along with any required changes to travel arrangements. The employee will be required to provide evidence that they have made every reasonable effort to seek alternative work and their reason for refusing offers of such work should be made in writing.

## **2.12 Right to be accompanied**

Employees, if they wish, have the right to be accompanied by a representative at all meetings that they are required to attend as part of the redeployment process. This can be by a Trade Union representative or a person employed by the City Council(#delete for VAF schools and academies)/school. However the process will not be unreasonably

delayed to accommodate representation.

### **2.13 Disputes/concerns**

Where there is a dispute over:

- the reasons for non-selection for interview or redeployment,
- the suitability of alternative employment,
- whether a work trial was terminated unreasonably

The matter can be referred to HRLT or the headteacher (for schools vacancies) according to the prevailing circumstances at the time. Where an employee is not satisfied with any other aspect of the exporting school's redeployment process they should raise via the schools grievance procedure.

### **2.14 Multiple employments**

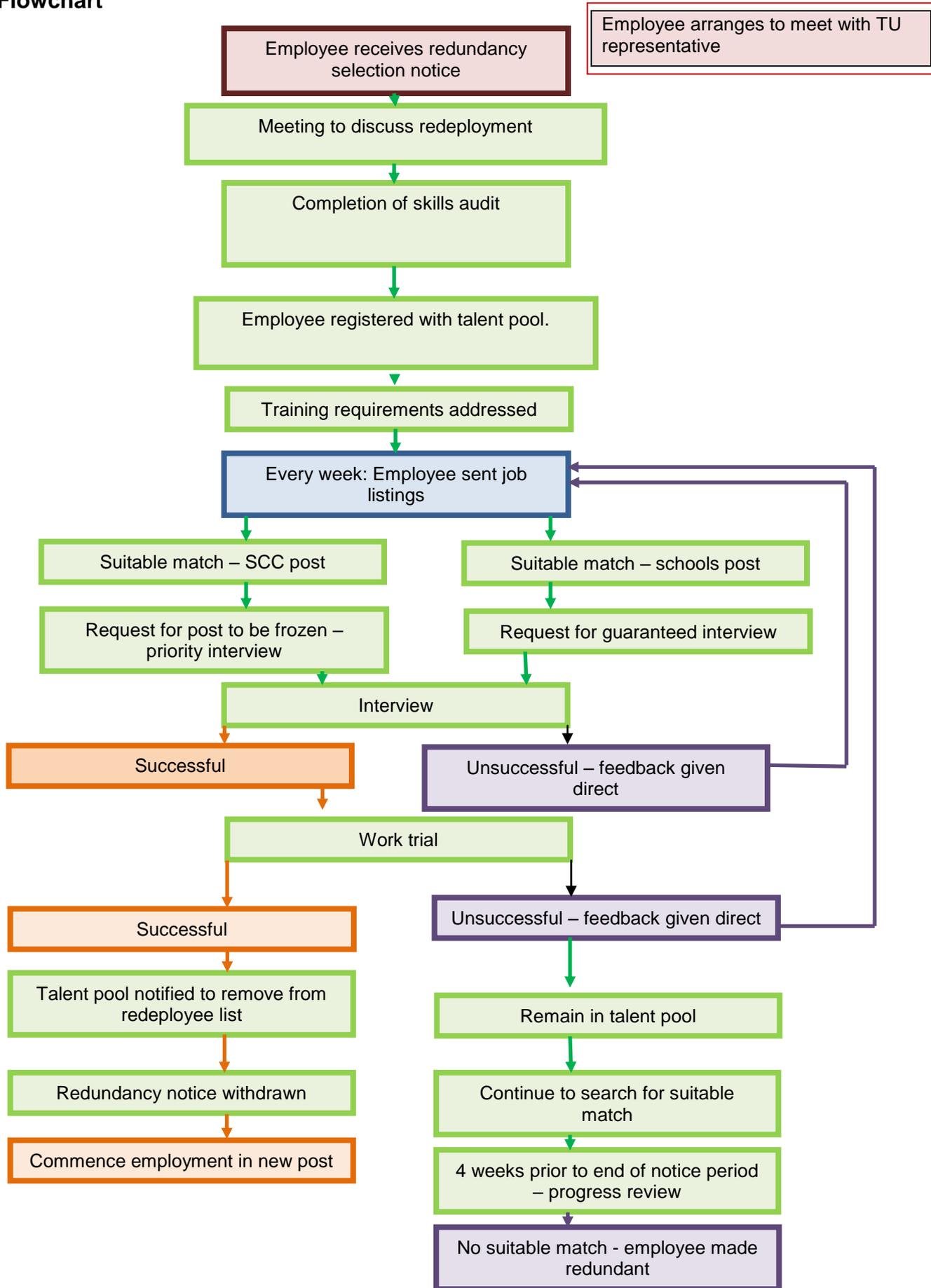
Any decisions relating to the redeployment of staff with multiple employment across one or more maintained schools should consider the employee's overall position in relation to their ability to undertake both roles when determining whether any offer of suitable alternative employment has been unreasonably refused

Redeployment between maintained schools or any other organisation named on the Redundancy Modification Order will remove the employee's right to a redundancy payment where appointment to the new role takes place up to 4 weeks from the termination of the old role.

Subsequent employment with other employers may not affect the employee's right to a redundancy payment.

**SECTION 3 Appendices**

**3.1 Flowchart**



### 3.2 Teacher notice periods

#### NOTICE PERIODS FOR TEACHER AND HEADTEACHERS

DATES	HEADTEACHERS	TEACHERS
31 January	Last day for issuing notice of dismissal for 30 April dismissal	Last day for issuing notice of dismissal for 30 April for those with 12 or more years continuous of service
February 7		Last day for issuing notice of dismissal for 30 April dismissal for those with 11 years' continuous service
February 14		Last day for issuing notice of dismissal for 30 April dismissal for those with 10 years continuous service
February 21		Last day for issuing notice of dismissal for 30 April dismissal for those with 9 years continuous service
28 February		Last day for issuing notice of dismissal for 30 April dismissal for those with 8 years or less continuous service
30 April	Effective date of dismissal if notice issued on or before 31 January. Last day for issuing notice of dismissal for 31 August dismissal	Effective date of dismissal if appropriate statutory or contractual notice given
31 May		Last day for issuing notice for 31 August dismissal
August	SCHOOLS CLOSED	SCHOOLS CLOSED

31 August	Effective date of dismissal if notice of dismissal issued on or before 30 April	Effective date of dismissal if notice of dismissal issued by 31 May
30 September	Last day for issuing notice for 31 December dismissal	
October 3		Last date for issuing notice of dismissal for 31 December dismissal for those with 12 years continuous service
October 10		Last date for issuing notice of dismissal for 31 December dismissal for those with 11 years continuous service
October 17		Last date for issuing notice of dismissal for 31 December dismissal for those with 10 years continuous service
October 24		Last date for issuing notice of dismissal for 31 December dismissal for those with 9 years continuous service
31 October		Last day for issuing notice for 31 December dismissal for those with 8 years or less continuous service
31 December	Effective date of dismissal if notice issued on or before 30 September	Effective date of dismissal if appropriate statutory or contractual notice given