

# Every Child, Every Day Academy Trust

## Pay policy

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| <b>Approval cycle:</b>     | Annually      |
| <b>Next review date:</b>   | November 2026 |
| <b>Approved by:</b>        | Trust Board   |

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## Policy Updates:

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| October 2025 | Appendices with updated pay ranges |
|              |                                    |

## 1. Policy & Purpose

The overall aim of the pay policy is to ensure that all teaching and support staff across every academy within the Trust are valued and receive appropriate recognition for their work and contribution to pupils' outcomes and wider school life.

The purpose of the policy is to:

- a) Enable the Trust Board as the legal employer and relevant body, together with the Local Governing Bodies acting under delegated authority, to manage the remuneration of staff in a non-discriminatory, responsible and transparent way. This policy complies with employment law, the Trust's equality duties and the principles of public life including objectivity, openness and accountability whilst eliminating unnecessary bureaucracy.
- b) Maximise the quality of teaching and learning provided for pupils in the school by having a whole school pay policy that supports the school improvement plan and reflects the agreed aims of the school.
- c) Enable the school to recognise and reward staff appropriately for their contribution to the school.
- d) Provide for a staffing structure that will enable the school to achieve its aims and objectives under the school improvement plan.
- e) Support the recruitment and retention of a high-quality workforce
- f) Support the equitable and objective determination of appropriate pay for staff under the school's appraisal policy.

The Trust Board is committed to, and expects all academies and Local Governing Bodies to support:

- e) Reviewing the pay policy annually against the targets set under the school improvement plan, the confines of the agreed budget and the Local Governing Body's spending priorities.
- f) Working within framework documents referred to in staff contracts or formally adopted by the Local Governing Body, specifically:
  - **For teachers:** The School Teachers' Pay and Conditions Document, to the extent recognised by the school, and statutory regulations affecting the employment and conduct of teaching staff, insofar as they apply to a school with academy status.
  - **For support staff:** The National Joint Council for Local Government Services terms and conditions, to the extent adopted by the Local Governing Body
  - **For staff transferred to the school under TUPE:** Members of school staff who transferred to the academy by way of a TUPE transfer may be subject to different terms and conditions. In such cases, where any terms of this pay policy differ from an individual employee's contractual terms, the contractual terms will take precedence.
- g) Consulting staff members and local representatives of recognised trade unions as part of the annual review of this Pay Policy and ensuring that members of school staff have ready access to the up-to-date version.
- h) Complying with equalities legislation, including the Equality Act 2010, the Part-time Workers Regulations 2000 and the Fixed-term Employees Regulations 2002. The Trust will complete an Equality Impact Assessment when this policy is reviewed or materially amended and will monitor pay and progression outcomes by protected characteristic where data is available. Any unjustified disparities will be investigated and addressed.

## 2. Local Governing Body: Terms of Reference

- a) To monitor performance management systems and understand how the school makes decisions about the teacher's salary progression, including performance and management of the Headteacher, to improve teaching, leadership and management.

- b) To consider and determine the Headteacher's pay progression following the Performance Management Panel review and in consultation with the CEO.
- c) To review and approve pay progression (including increments and awards) for teachers, in accordance with performance outcomes and the Trust Pay Policy.
- d) To hear formal appeals in relation to pay decisions, in line with the established procedures.

### 3. Determining Salary for New Appointments

#### 3.1 Classroom Teachers (All Teachers Other than Leadership Group)

The Local Governing Body will ratify the pay range for a vacancy prior to advertising. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.

In ratifying the salary range for a vacant post within the overall minimum and maximum limits provided for within the School Teachers' Pay and Conditions Document (referred to hereafter as the STPCD), the Local Governing Body may take into account a range of factors, including, but not limited to:

- The nature of the post
- The level of qualifications, knowledge, skills and experience required
- The wider school context at the time of the application.

#### **Pay Portability:**

For classroom teacher posts on the main pay range or upper pay range, the school will not normally restrict the salary range beyond the minimum of the main pay range and the maximum of the upper pay range.

The Local Governing Body's general policy, when ratifying the starting salary for a classroom teacher on the main pay range or the upper pay range whose previous appointment was within a maintained school or academy, will be to appoint the teacher on a salary which at least equals the teachers' previous salary, taking into account any pay progression determinations made but not yet implemented by the previous school. Notwithstanding this general statement, the Local Governing Body reserves the right to depart from this policy where it is deemed justified to do so. In any such cases, which are expected to be exceptional, the fixed pay range for the post will be made clear from the outset of the recruitment process.

Teachers without QTS or QTLS will be placed on the pay range for unqualified teachers.

In ratifying the salary range for a post in which the primary purpose is modelling and leading improvement of teaching skills ('leading practitioners'), an individual post range within the overall pay range for leading practitioners will be determined, having regard to the challenge and demands of the post as well as internal pay relativities.

Additional allowances may be awarded to new appointments where the Local Governing Body deems this to be appropriate (see Section 6). Specifically, where market conditions are deemed to be a factor, a recruitment allowance may be awarded if the criteria in 6.2 has been met.

#### 3.2 Part-Time Teachers

Teachers employed on an ongoing basis at the school who work less than a full working week are deemed to be part-time. They will receive a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a fulltime teacher in an equivalent post.

#### 3.3 Short Notice/ Supply Teachers

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata.

### **3.4 Leadership Group**

The salary range for all staff paid on the leadership pay range will be determined by reference to the provisions of the STPCD and will include consideration of any broader responsibilities that attach to the role.

#### Headteacher

The Chief Executive Officer and Local Governing Body will determine a pay range for the headteacher by reference to the school group size and taking into account all permanent responsibilities of the role, any challenges specific to the role and all other relevant considerations, ensuring that there is appropriate scope in the range to allow for performance related progression over time.

- Chessington School is currently a Group 5 School
- Grey Court School is currently a Group 8 School
- Heathside Walton is currently a Group 6 School
- Heathside Weybridge is currently a Group 7 School
- Hollyfield School is currently a Group 7 School

The Local Governing Body will only re-determine the headteacher's pay range in the circumstances specified in the STPCD.

The Local Governing Body may determine that additional payments be made to a headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined, and which have not previously been taken into account when determining salary. Any such payments will be subject to the overall restrictions on headteacher's pay set out within the STPCD.

#### Deputy Headteacher and Assistant Headteacher

The salary range for a deputy headteacher and assistant headteacher shall be determined by reference to the STPCD, taking into account how the role fits within the wider leadership structure of the school, all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations.

The maximum of the pay range will not exceed the minimum of the headteacher group for the school.

The Local Governing Body will only re-determine the pay range of a deputy or assistant headteacher in the circumstances specified in the STPCD.

Certain additional allowances may be awarded to deputy and assistant headteachers where the Local Governing Body deems this to be appropriate (see Section 6).

### **3.3 Support Staff**

Support staff shall be appointed on appropriate salary gradings for posts, based on the job description prepared by the headteacher or other appropriate person and with regard to the remuneration awarded for similar roles within the school.

Chessington School, Grey Court School and Hollyfield School currently determines pay for support staff in accordance with the national rates and conditions agreed by the NJC for Local Government Services ('Green Book') and Heathside Walton School and Heathside Weybridge School currently determines pay for support staff in accordance with the rates agreed by Surrey County Council.

For newly appointed support staff, appointment will normally be on the minimum of the pay range. However, the appointment can be made elsewhere within the range where the Local Governing Body wishes to recognise particular experience and/or qualifications appropriate to the post, the current salary of the appointee where it exceeds the minimum of the range, or any particular recruitment difficulties. In determining the specific starting salary for a successful applicant, the selection panel will base its decision on the evidence collected through the selection process, including references.

Where an employee is re-graded they will normally be placed on the minimum of the relevant pay range unless other assimilation arrangements have been agreed or are appropriate.

## 4. Pay Reviews and Progression

### 4.1 All Teachers (Including Leadership Group)

All teaching staff, including those on the leadership scale, will be provided with a salary statement to take effect from 1<sup>st</sup> September each year. This statement will contain details of the annual salary plus any allowances or safeguarded sums due to the teacher. This will be provided after pay decisions have been ratified by the Local Governing Body.

All eligible teaching staff will have their pay reviewed annually. The Local Governing Body will complete annual pay reviews for all eligible teachers, other than the headteacher, by 31<sup>st</sup> October. The headteacher's annual pay review will be completed by 31<sup>st</sup> December. Where circumstances cause a delay to pay reviews, these will be completed as soon as reasonably possible after the deadline, ensuring affected teachers are regularly updated. Reviews may also take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and, where applicable, will give information about the basis on which it was made.

All teachers can expect to receive regular, constructive feedback on their performance and are subject to an annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. All teachers are expected to engage fully with this process. The current arrangements for teacher appraisal are set out in the school's appraisal policy which should be read in conjunction with this pay policy.

To be eligible for consideration of performance-related pay progression teachers must normally have been in post for at least 26 weeks in aggregate during the previous academic year (including periods of absence for school closures, sickness or family-related leave). Newly-appointed teachers who have not been in post for 26 weeks as of 1<sup>st</sup> September will not be eligible for performance-related pay progression with effect from 1<sup>st</sup> September in that year unless their offer letter states otherwise.

Pay progression decisions will be made using the evidence available from appraisal and professional practice. Staff will not be disadvantaged in relation to pay progression because of part-time working or statutory leave including maternity, adoption, shared parental leave or long-term sickness absence. Where insufficient evidence is available from the current cycle, earlier evidence may be used unless there is clear evidence to the contrary.

### 4.2 Determining Pay Progression (Classroom Teachers)

'Classroom teachers', for the purposes of this paragraph, includes all teachers other than the leadership group.

Following annual appraisal and subject to this policy, classroom teachers should normally receive progression within their pay range where they have met expectations set through appraisal, including the Teachers' Standards. Progression may be withheld only where there is documented evidence of underperformance and appropriate support has been provided. Pay progression will not be withheld for reasons other than performance.

In the case of early career teachers (ECTs), pay decisions will be made by means of the statutory induction process.

The school's scheme for determining pay progression for classroom teachers is contained within Appendix 1. This scheme will be applied to pay determinations made with effect from 1<sup>st</sup> September 2025, resulting from evidence collected during the previous appraisal cycle. In the event that the Local Governing Body determines that amendments to the scheme are required after the publication of this pay policy (to apply to decisions effective from September 2026), these will be inserted into this pay policy and will be made available to all teachers to inform the 2025/26 appraisal cycle. Any material amendments will be subject to consultation before they are finalised.

### 4.3 Determining Pay Progression (Leadership Group)

All leaders can expect to receive regular, constructive feedback on their performance and development and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's appraisal policy.

Following annual appraisal and subject to this policy, leaders should normally receive progression within their pay range where they have met expectations set through appraisal. Progression may be withheld only where there is documented evidence of underperformance and appropriate support has been provided. Pay progression will not be withheld for reasons other than performance.

Salary determinations effective from 1<sup>st</sup> September 2025 shall be made in accordance with the school's scheme for determining pay progression for the leadership group, which is contained within Appendix 2, resulting from evidence collected during the previous appraisal cycle. In the event that the Local Governing Body determines that amendments to the scheme are required after the publication of this pay policy (to apply to decisions effective from September 2026), these will be inserted into this pay policy and will be made available to the leadership group to inform the 2025/26 appraisal cycle. Any material amendments will be subject to consultation before they are finalised.

#### **4.4 Determining Pay Progression (Support Staff)**

Employees on pay grades with ranges who are appointed between 1st April and 30th September will receive their first increment on the 1st April of the year following appointment. Employees appointed between 1st September and 31st March will receive their first increment six months after appointment. Progression to the maximum of the scale will then be annually on the 1st April each year until the maximum of the range has been reached.

Increments may be withheld when an employee has performed unsatisfactorily. This will take place only within the context of the Local Governing Body's disciplinary/capability. Wherever a single point salary grade exists, or the post holder is at the maximum of the range, only cost of living increases will apply.

## **5. Movement to the Upper Pay Range**

### **5.1 Applications and Evidence**

Any qualified teacher may apply to be paid on the upper pay range, and any such application will be assessed in accordance with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

Applications should be made by 31st October in each academic year.

If a teacher is simultaneously employed at another school(s), he/she may submit separate applications if he/she wishes to apply to be paid on the upper pay range in that school or schools. This school will not be bound by any pay decision made by another school.

All applications will include the results of recent appraisals, including any recommendation on pay. The evidence should usually cover at least the previous two-year period. Employees who have been absent from work, for example due to maternity leave or extended sickness absence, will be able to use earlier appraisal evidence in support of their application and/or a statement and summary of evidence as outlined below.

In the event that information from appraisals is not applicable or available, a statement and summary of evidence, designed to demonstrate that the applicant has met the assessment criteria, should be presented instead.

Applications should be made using the schools usual mechanisms which are available from the Headteacher.

### **5.2 Assessment**

An application from a qualified teacher will be successful where the Headteacher and Pay Committee are satisfied that:

- a) The teacher is highly competent in all elements of the Teachers' Standards; and
- b) The teacher's achievements and contribution to the school are substantial and sustained.

For the purposes of this pay policy,

- "highly competent in all elements of the Teachers' Standards" means:



- o that the teacher's practice is secure, well-informed and consistently good or outstanding;
- o that the teacher is able to contribute to the professional development of others through coaching and mentoring, demonstrating effective practice, providing advice and feedback.
- "substantial and sustained" achievements and contribution means:
  - o That the teacher contributes at a strategic level to policy initiatives;
  - o That the teacher makes a distinctive contribution to the raising of pupil standards;
  - o That the teacher is skilled in collaborating with others and maximises opportunities for staff to work together, sharing responsibility and good practice;
  - o That the teacher contributes more broadly to the life of the school;
  - o That such contribution has been maintained over a period of time; this will usually require the assessor to be assured that the teacher has had at least two consecutive appraisal reports demonstrating the required standard has been met.

The initial assessment will be made by the headteacher who will, in assessing against the criteria above, ensure that the contribution of a part-time teacher is considered equitably bearing in mind his/her working hours commitment.

The headteacher will consult with the teacher's line manager as appropriate when considering the evidence.

### **5.3 Notification and Feedback**

After completing the assessment, the headteacher will notify the Local Governing Body of their recommendation. Once the Local Governing Body has determined the final decision, the headteacher will then provide written feedback to the teacher as promptly as possible, but in any event by no later than 1st January in each academic year.

Feedback for unsuccessful teachers will have a developmental focus, stating specifically which criteria were met and which were not met, and confirming the right to appeal. Any appeal against a decision not to move the teacher onto the upper pay range will be heard under the school's pay appeals procedure (see Section 8).

### **5.4 Pay Progression for Successful Applicants**

Successful applicants will be moved onto the upper pay range from 1<sup>st</sup> September following the application. It is the school's policy to place teachers who have successfully applied to access the upper pay range on the minimum of the range.

## **6 Allowances & Other Payments (Teaching Staff)**

### **6.1 Teaching and Learning Responsibility Payments (TLRs)**

#### TLR1s and TLR2s

TLR1s and TLR2s are awarded to the holders of the posts indicated in the school's staffing structure, which is attached to this pay policy. The current values of the TLR1s and TLR2s awarded are also indicated on the staffing structure. TLRs are awarded where the Local Governing Body is satisfied that the additional responsibilities are significant and meet the criteria specified in the STPCD. For the award of a TLR1, the post-holder must also have line management responsibility for a significant number of people.

The annual value of a TLR1 for the academic year 2025/26 must be between £10,174 and £17,216 (FTE).

The annual value of a TLR2 for the academic year 2025/26 must be between £3,527 and £8,611 (FTE).

TLR1 and TLR2 allowances in payment are normally uplifted with effect from 1<sup>st</sup> September in accordance with cost-of-living uplifts specified in STPCD.

In setting the values of TLR1s and TLR2s the Local Governing Body will have regard to the relative weight of different TLR posts, taking into account the range of responsibilities entailed, the level of accountability, the number of people for whom the individual has line management responsibilities and any other factors the Local Governing Body deems to be relevant. Where posts are deemed to be of equal weight they will be allocated the same value. TLRs may not be awarded to leadership group postholders or unqualified teachers.

### TLR3s

The Local Governing Body may award a fixed-term TLR (a TLR3) to a classroom teacher who has been given a time-limited school improvement project or one-off externally driven responsibilities. To award a TLR3, the Local Governing Body must be satisfied that the significant responsibility is one not required of all classroom teachers, and which is focussed on teaching and learning, requires the exercise of a teacher's professional skills and judgement and has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.

The annual value of a TLR3 for the academic year 2025/26 must be between £702 and £3,478.

The pro-rata principle does not apply to TLR3s.

The duration of the fixed term will be established at the outset and payment will be made monthly during this period. Pay safeguarding will not apply at the end of the fixed period. As for other TLRs, TLR3s may not be awarded to leadership group postholders or unqualified teachers.

TLR3 allowances in payment are normally uplifted with effect from 1<sup>st</sup> September in accordance with cost-of-living increases specified in STPCD.

## **6.2 Recruitment and Retention Allowances**

The Local Governing Body will ratify, in exceptional circumstances, the award of a recruitment or retention allowance for posts where the Local Governing Body anticipates or encounters recruitment and/or retention difficulties. In determining whether a post will be eligible for a recruitment and retention allowance the Local Governing Body will take into account the following factors:

- Whether the post is in a nationally recognised shortage subject area;
- Whether the post has had to be re-advertised due to insufficient quantity and/or quality of applicants;
- Whether previous recruitment to posts of a similar nature has proven difficult;
- Whether there has been a high rate of staff turnover;
- Any other relevant circumstance that the Local Governing Body believes is having a detrimental impact on the recruitment and retention of staff.

Where such an incentive or benefit is awarded the Local Governing Body will determine:

- Whether the award is for recruitment or retention;
- The nature of the award (e.g. cash sums, travel, housing costs, etc.) and its value;
- When/how it will be paid\*;
- The start date and expected duration of the award (unless it is a one-off award);
- The review date after which the award may be withdrawn;
- The basis for any uplift that may be applied.

(\*Allowances may be paid monthly, paid wholly or in part as a lump sum subject to satisfactory completion of service in the previous year, or paid by a combination of the two methods.)

Recruitment and retention allowances cannot be paid to the leadership group except where they relate to a reimbursement of reasonably incurred housing or relocation costs. Any other recruitment and retention considerations will be taken into account when determining the leadership pay range.

The Local Governing Body will conduct regular formal reviews of all recruitment and retention awards and will withdraw awards where the circumstances no longer justify their continued payment.

### 6.3 Special Educational Needs Allowances

An SEN allowance of between £2,787 and £5,497 (FTE) per annum for the academic year 2025/26 will be paid to a teacher:

- In any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN; and/or
- Who teaches pupils in one or more designated special classes or units within the school; or
- In a non-designated setting, analogous to a designated special class or unit, where the post:
  - Involves a substantial element of working directly with children with special educational needs;
  - Requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs; and
  - Has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit within the school.

The spot value of any SEN allowance within the range outlined above, to be paid in accordance with the eligibility criteria above, will be determined as follows:

### 6.4 Additional Payments

- a) The Headteacher may make such payments as they consider appropriate to a teacher, other than a headteacher, in respect of: Continuing professional development undertaken outside the school day;
- b) Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- c) Participation in out-of-school hours learning activity agreed between the teacher and the headteacher;
- d) Additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

### 6.5 Allowances for Unqualified Teachers

Unqualified teachers are not permitted to hold TLR or SEN allowances.

The Local Governing Body may, however, exercise its discretion to determine that an additional allowance is payable to an unqualified teacher if they consider that the teacher has:

- A sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher's professional skills and judgement, or
- Qualifications or experience which bring added value to the role being undertaken.

## 7. Allowances & Other Payments (Support Staff)

The Local Governing Body reserves the right to approve payment of honoraria to support staff in recognition of work that goes beyond that normally expected of the post holder.

## 8. Pay Appeals

### 8.1 All Teachers (Including Leadership Group)

In the event of a teacher seeking reconsideration of a pay decision, they should first seek to resolve the matter informally through discussion with the decision-maker (usually the Headteacher) within 10 school days of notification. For the purposes of this policy, 'school days' means days when the academy is open to pupils. Where this is not possible, or the matter is still unresolved, the teacher may put his/her

concerns in writing to the Pay Committee within 10 working days of the original decision, or the outcome of the informal discussion. The Pay Committee should convene a hearing within 10 working days to consider the teacher's concerns and afford the opportunity for him/her to make representations in person, accompanied by a trade union representative or work colleague if desired. The teacher should be informed, in writing, of the outcome of the meeting within 5 working days and notified of the right of appeal, where applicable.

If the teacher wishes to appeal against the decision of the Pay Committee he/she should do so within 10 working days of the written notification of the Pay Committee's decision, setting out the grounds for appeal. Any appeal against the decision of the Pay Committee should be heard by a panel of governors who were not part of the original pay decision. The appeal hearing should normally be held within 20 working days of the date of the written appeal notification, giving the teacher at least 10 working days' notice of the date of the appeal.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination.

That the person or committee by whom the decision was made:

- Incorrectly applied a provision of the STPCD or this policy;
- Failed to have proper regard to statutory guidance;
- Failed to take proper account of relevant evidence;
- Took account of irrelevant or inaccurate evidence;
- Was biased;
- Otherwise unlawfully discriminated against the teacher.

The appellant also has the right to see all relevant papers and to be accompanied by a trade union representative or a work colleague.

If the appellant wishes to submit any written evidence as part of his/her appeal then he/she must do so at least 5 working days prior to the appeal hearing.

Where an appeal has been submitted by a member of staff other than the headteacher, and they are appealing against the decision of the Pay Committee, it will be for the Chair of that committee to determine whether a representative of the committee and/or the headteacher should be present to explain their decision.

An agenda for hearing a pay appeal is included as an appendix to this policy.

The decision of the appeal committee should be notified in writing to the teacher within 10 working days of the appeal hearing. If the appeal is rejected then the appeal committee should explain the reasons for their decision.

This procedure fulfils the function of the grievance procedure and therefore pay decisions cannot be reopened under the general grievance procedure.

## **8.2 Support Staff**

Where a member of support staff is dissatisfied with any decision relating to his/her pay, this should be raised in accordance with the Local Governing Body's adopted grievance procedure.

## **9. Access to Salary Records**

Staff may access their salary records by using the online pay portal or by giving enough notice to their local HR team.

## **10. Data Protection**

The Trust processes personal data for payroll and pay decision making in accordance with UK GDPR and the Trust's Data Protection policies. The Trust has arrangements with its payroll provider,

including appropriate contractual data processing clauses, to ensure personal data is processed lawfully, safely and securely.

## **11. Status of Policy and Review**

This policy will be reviewed following the publication of the School Teachers' Pay and Conditions Document 2026 or earlier if required.

## **APPENDIX 1**

### **PAY PROGRESSION FOR CLASSROOM TEACHERS**

This appendix explains how pay progression will be determined for classroom teachers.

#### **Pay Structure**

The school recognises, and adheres to, the minimum and maximum of the established pay ranges as outlined in the School Teachers' Pay and Conditions Document (STPCD).

For the purposes of determining pay progression, the school has adopted the advisory pay points on the main pay range, upper pay range and unqualified teacher pay range. The school uses reference points within the minimum and maximum for the other pay ranges, as outlined in the tables below.

These salary figures reflect those valid for the 2025/26 academic year.

#### **Appraisal Reports and Performance Ratings**

As outlined in section 4.1, all teachers can expect to receive an annual appraisal and a written appraisal report including an assessment of performance. The details of how the scheme will operate, including the evidence which will be used to assess performance, are contained within the school's Appraisal Policy.

Performance ratings are subject to moderation in accordance with the arrangements outlined in the Appraisal Policy.

All eligible teaching staff will have their pay reviewed annually. Progression may be withheld for reasons of poor performance.

The appraisal report will include an overall performance rating for the purposes of determining pay progression.

All pay awards are subject to available headroom within the applicable pay range.

The Local Governing Body will plan and budget for eligible pay progression each year. Pay awards will be made within the applicable pay range and will not be constrained solely by budgetary considerations where the criteria in this policy have been met.

#### **Pay Recommendations**

Final decisions about whether or not to accept a pay recommendation will be made by the Local Governing Body, having regard to the appraisal report and taking into account advice from the senior leadership team. No pay recommendation should be considered final until it has been ratified by the Local Governing Body.

#### **Review**

The Trustees will review the operation of this scheme on an annual basis and reserves the right to change the scheme at any time, subject to prior consultation. Teachers will be notified of any changes which may affect their future pay progression.

## **APPENDIX 2**

### **PAY PROGRESSION FOR LEADERSHIP GROUP**

This appendix explains how pay progression will be determined for members of the leadership group.

#### **Pay Structure**

The school recognises, and adheres to, the minimum and maximum of the leadership pay range as outlined in the School Teachers' Pay and Conditions Document (STPCD), including the broad bands used as the basis for calculating head teachers' pay.

For the purposes of determining pay progression, the school uses reference points within the minimum and maximum as outlined in the table below. These salary figures reflect those valid for the 2025/26 academic year.

#### **Appraisal Reports and Performance Ratings**

As outlined in section 4.1, all teachers can expect to receive an annual appraisal and a written appraisal report including an assessment of performance. The details of how the scheme will operate, including the evidence which will be used to assess performance, are contained within the school's Appraisal Policy.

Performance ratings are subject to moderation in accordance with the arrangements outlined in the Appraisal Policy.

All eligible teaching staff will have their pay reviewed annually. Progression may be withheld for reasons of poor performance.

The appraisal report will include an overall performance rating for the purposes of determining pay progression.

All pay awards are subject to available headroom within the applicable pay range.

The Local Governing Body will plan and budget for eligible pay progression each year. Pay awards will be made within the applicable pay range and will not be constrained solely by budgetary considerations where the criteria in this policy have been met.

#### **Pay Recommendations**

Final decisions about whether or not to accept a pay recommendation will be made by the Local Governing Body, having regard to the appraisal report and taking into account advice from the headteacher (or the governors responsible for appraisal in respect of the headteacher). No pay recommendation should be considered final until it has been ratified by the Local Governing Body.

#### **Review**

The Trustees will review the operation of this scheme on an annual basis and reserves the right to change the scheme at any time, subject to prior consultation. Teachers, including members of the leadership group, will be notified of any changes which may affect their future pay progression.

**APPENDIX 3**  
**AGENDA FOR PAY APPEAL HEARING**

(An appeal against a pay decision by a headteacher will need to be modified accordingly)

**(SCHOOL)**

(DATE)

(TIME)

1. Introduction of all those present.
2. The appellant and/or his representative to present his/her reasons for appeal with any supporting evidence, and calling witnesses\* if applicable.
3. The representative of the Pay Committee/headteacher to ask questions of the appellant and witnesses\* if applicable.
4. The Appeals Committee to ask questions of the appellant and witnesses\* if applicable.
5. The representative of the Pay Committee/headteacher to respond to the appellant's appeal, and calling witnesses\* if applicable.
6. The appellant and/or his/her representative to ask questions of the representative of the Pay Committee/headteacher.
7. The Appeals Committee to ask questions of the representative of the Pay Committee/headteacher.
8. The appellant and/or his/her representative to summarise.
9. The representative of the Pay Committee/headteacher to summarise.
10. Hearing to be adjourned whilst all parties, except the Appeals Committee, their adviser and the Clerk, leave the room.
12. The parties will be recalled and if the Appeals Committee has reached a decision this will be confirmed.

\*Witnesses will usually be called one at a time and will be questioned by the other party and the panel, if necessary, before being asked to leave and the next witness called in.



**APPENDIX 4**  
**Pay Ranges 2025**

**Leadership**

| <b>Chessington, Grey Court and Hollyfield School</b> |                   | <b>Heathside Walton and Heathside Weybridge</b> |                   |
|--|-------------------|---|-------------------|
| <b>Scale Point</b>                                   | <b>FTE Salary</b> | <b>Scale Point</b>                              | <b>FTE Salary</b> |
| 1  | £55,881           | 1   | £53,198           |
| 2  | £57,180           | 2   | £54,496           |
| 3  | £58,497           | 3   | £55,822           |
| 4  | £59,859           | 4   | £57,183           |
| 5  | £61,249           | 5   | £58,573           |
| 6  | £62,677           | 6   | £60,001           |
| 7  | £64,259           | 7   | £61,582           |
| 8  | £65,642           | 8   | £62,962           |
| 9  | £67,177           | 9   | £64,500           |
| 10   | £68,799           | 10  | £66,120           |
| 11   | £70,473           | 11  | £67,796           |
| 12   | £72,009           | 12  | £69,332           |
| 13   | £73,708           | 13  | £71,030           |
| 14   | £75,433           | 14  | £72,763           |
| 15   | £77,209           | 15  | £74,532           |
| 16   | £79,157           | 16  | £76,481           |
| 17   | £80,884           | 17  | £78,215           |
| 18   | £82,816           | 18  | £80,134           |
| 19   | £84,769           | 19  | £82,084           |
| 20   | £86,764           | 20  | £84,092           |
| 21   | £88,812           | 21  | £86,138           |
| 22   | £90,906           | 22  | £88,237           |
| 23   | £93,057           | 23  | £90,381           |
| 24   | £95,267           | 24  | £92,595           |

|    |          |    |          |
|----|----------|----|----------|
| 25 | £97,531  | 25 | £94,854  |
| 26 | £99,840  | 26 | £97,170  |
| 27 | £102,213 | 27 | £99,537  |
| 28 | £104,648 | 28 | £101,967 |
| 29 | £107,134 | 29 | £104,462 |
| 30 | £109,699 | 30 | £107,018 |
| 31 | £112,315 | 31 | £109,637 |
| 32 | £114,996 | 32 | £112,328 |
| 33 | £117,758 | 33 | £115,083 |
| 34 | £120,566 | 34 | £117,891 |
| 35 | £123,457 | 35 | £120,786 |
| 36 | £126,409 | 36 | £123,737 |
| 37 | £129,457 | 37 | £126,780 |
| 38 | £132,557 | 38 | £129,880 |
| 39 | £135,683 | 39 | £133,006 |
| 40 | £138,974 | 40 | £136,299 |
| 41 | £142,340 | 41 | £139,662 |
| 42 | £145,798 | 42 | £143,128 |
| 43 | £147,866 | 43 | £145,218 |

### Unqualified Teacher Pay Range

| Chessington School |            | Grey Court School |            | Heathside Walton and Heathside Weybridge |            | Hollyfield School |            |
|--------------------|------------|-------------------|------------|--|------------|-------------------|------------|
| Scale Point        | FTE Salary | Scale Point       | FTE Salary | Scale Point                              | FTE Salary | Scale Point       | FTE Salary |
| 1                  | £26,789    | 1                 | £26,789    | 1  | £24,066    | 1                 | £26,789    |
|                    |            |                   |            | 1a                                       | £25,358    |                   |            |
| 2                  | £29,383    | 2                 | £29,383    | 2  | £26,656    | 2                 | £29,383    |
|                    |            |                   |            | 2a                                       | £27,947    |                   |            |
| 3                  | £31,974    | 3                 | £31,974    | 3  | £29,248    | 3                 | £31,974    |

|   |         |   |         |    |         |   |         |
|---|---------|---|---------|----|---------|---|---------|
|   |         |   |         | 3a | £30,541 |   |         |
| 4 | £34,265 | 4 | £34,265 | 4  | £31,532 | 4 | £34,265 |
|   |         |   |         | 4a | £32,824 |   |         |
| 5 | £36,856 | 5 | £36,856 | 5  | £34,126 | 5 | £36,856 |
|   |         |   |         | 5a | £35,418 |   |         |
| 6 | £39,450 | 6 | £39,450 | 6  | £36,718 | 6 | £39,450 |

### Main Pay Range

| Chessington School |            | Grey Court School |            | Heathside Walton and Heathside Weybridge |            | Hollyfield School |            |
|--------------------|------------|-------------------|------------|--|------------|-------------------|------------|
| Scale Point        | FTE Salary | Scale Point       | FTE Salary | Scale Point                              | FTE Salary | Scale Point       | FTE Salary |
| 1                  | £37,870    | 1                 | £37,870    | 1  | £34,398    | 1                 | £37,870    |
|                    |            | 1.5               | £38,860    | 1.5                                      | £35,332    |                   |            |
| 2                  | £39,851    | 2                 | £39,851    | 2  | £36,373    | 2                 | £39,851    |
|                    |            | 2.5               | £40,893    | 2.5                                      | £37,768    |                   |            |
| 3                  | £41,935    | 3                 | £41,935    | 3  | £38,627    | 3                 | £41,935    |
|                    |            | 3.5               | £43,031    | 3.5                                      | £40,058    |                   |            |
| 4                  | £44,128    | 4                 | £44,128    | 4  | £41,075    | 4                 | £44,128    |
|                    |            | 4.5               | £45,464    | 4.5                                      | £42,626    |                   |            |
| 5                  | £46,800    | 5                 | £46,800    | 5  | £43,545    | 5                 | £46,800    |
|                    |            | 5.5               | £48,387    | 5.5                                      | £45,209    |                   |            |
| 6                  | £50,472    | 6                 | £49,973    | 6  | £46,839    | 6                 | £50,472    |
|                    |            | 6.5               | £50,472    |  |            |                   |            |

### Upper Pay Range

| Chessington School |            | Grey Court School |            | Heathside Walton and Heathside Weybridge |            | Hollyfield School |            |
|--------------------|------------|-------------------|------------|--|------------|-------------------|------------|
| Scale Point        | FTE Salary | Scale Point       | FTE Salary | Scale Point                              | FTE Salary | Scale Point       | FTE Salary |
| 1                  | £52,219    | 1                 | £52,219    | 1  | £48,913    | 1                 | £52,219    |
|                    |            |                   |            | 1.5                                      | £49,789    |                   |            |
| 2                  | £54,151    | 2                 | £54,151    | 2  | £50,668    | 2                 | £54,151    |
|                    |            |                   |            | 2.5                                      | £51,575    |                   |            |
| 3                  | £56,154    | 3                 | £56,154    | 3  | £52,490    | 3                 | £56,154    |

### TLR Payments

| TLR 1   |         |
|---------|---------|
| Minimum | £10,174 |
| Maximum | £17,216 |
| TLR 2   |         |
| Minimum | £3,527  |
| Maximum | £8,611  |
| TLR 3   |         |
| Minimum | £702    |
| Maximum | £3,478  |

### SEN Allowance

| All Schools |        |
|-------------|--------|
| Minimum     | £2,787 |
| Maximum     | £5,497 |

### Support Staff

| Chessington, Grey Court and Hollyfield School<br>(NJC Outer London) |            | Heathside Walton and Heathside Weybridge<br>(Surrey County Council) |            |
|---|------------|---|------------|
| Scale Point   | FTE Salary | Scale Point   | FTE Salary |
| 2   | £28,221    | 1/2   | £23,322    |
| 3   | £28,617    | 3   | £24,330    |
| 4   | £29,025    | 4.1   | £25,052    |
| 5   | £29,436    | 4.2   | £25,480    |
| 6   | £29,856    | 4.3   | £25,916    |
| 7   | £30,288    | 4.4   | £26,360    |
| 8   | £30,717    | 4.5   | £26,825    |
| 9   | £31,158    | 5.1   | £27,634    |
| 10  | £31,611    | 5.2   | £28,113    |
| 11  | £32,070    | 5.3   | £28,602    |
| 12  | £32,535    | 5.4   | £29,101    |
| 13  | £33,012    | 5.5   | £29,604    |
| 14  | £33,495    | 6.1   | £30,647    |
| 15  | £33,987    | 6.2   | £31,187    |
| 16  | £34,488    | 6.3   | £31,739    |
| 17  | £34,998    | 6.4   | £32,301    |
| 18  | £35,520    | 6.5   | £32,867    |
| 19  | £36,048    | 7.1   | £33,552    |
| 20  | £36,585    | 7.2   | £34,186    |
| 21  | £37,134    | 7.3   | £34,833    |
| 22  | £37,692    | 7.4   | £35,098    |
| 23  | £38,256    | 7.5   | £35,763    |
| 24  | £38,738    | 8.1   | £36,873    |
| 25  | £39,276    | 8.2   | £37,591    |
| 26  | £40,182    | 8.3   | £38,322    |
| 27  | £41,133    | 8.4   | £39,069    |
| 28  | £42,060    | 8.5   | £39,820    |

|    |         |      |         |
|----|---------|------|---------|
| 29 | £42,771 | 9.1  | £41,585 |
| 30 | £43,680 | 9.2  | £42,397 |
| 31 | £44,685 | 9.3  | £43,224 |
| 32 | £45,750 | 9.4  | £44,068 |
| 33 | £46,968 | 9.5  | £45,135 |
| 34 | £48,003 | 10.1 | £47,142 |
| 35 | £49,056 | 10.2 | £48,064 |
| 36 | £50,085 | 10.3 | £49,005 |
| 37 | £51,138 | 10.4 | £49,965 |
| 38 | £52,194 | 10.5 | £51,175 |
| 39 | £53,172 | 11.1 | £53,713 |
| 40 | £54,267 | 11.2 | £54,980 |
| 41 | £55,323 | 11.3 | £56,278 |
| 42 | £56,376 | 11.4 | £57,609 |
| 43 | £57,402 | 11.5 | £58,953 |
| 44 | £58,461 | 12.1 | £61,784 |
| 45 | £59,511 | 12.2 | £63,252 |
| 46 | £60,573 | 12.3 | £64,758 |
| 47 | £61,653 | 12.4 | £66,301 |
| 48 | £62,766 | 12.5 | £67,859 |
| 49 | £63,966 | 13.1 | £70,975 |
| 50 | £65,181 | 13.2 | £72,673 |
| 51 | £66,378 | 13.3 | £74,415 |
| 52 | £67,575 | 13.4 | £76,199 |
| 53 | £68,784 | 13.5 | £78,002 |
| 54 | £69,984 | 14.1 | £81,796 |
| 55 | £71,181 | 14.2 | £83,765 |
| 56 | £72,399 | 14.3 | £85,783 |
| 57 | £73,602 | 14.4 | £87,583 |
| 58 | £74,802 | 14.5 | £89,942 |

|    |         |  |  |
|----|---------|--|--|
| 59 | £76,005 |  |  |
| 60 | £77,550 |  |  |
| 61 | £79,119 |  |  |
| 62 | £80,724 |  |  |
| 63 | £82,368 |  |  |
| 64 | £84,042 |  |  |
| 65 | £85,677 |  |  |