



**The Romero
Catholic Academy**
Nurturing the Talent of Tomorrow



Staff Handbook

Responsible for policy:
Chair of Directors

CC2 Strategy, People and Organisational Development

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Definitions

In this **Staff Handbook**, unless the context otherwise requires, the following expressions shall have the following meanings:

- i **'The Romero Catholic Academy'** means the Company named at the beginning of this **Staff Handbook** and includes all sites upon which the Company is undertaking. The Romero Catholic Academy includes; **Corpus Christi, Good Shepherd, Sacred Heart, Blue Sky, SS Peter and Paul, St Gregory, St John Fisher, St Patrick, Cardinal Wiseman, Shared Services Team.**
- ii **'Romero Catholic Academy'** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- iii **'Board'** means the board of Directors of the Romero Catholic Academy.
- iv **'Chair'** means the Chair of the Board or the Chair of the Local Governing Body of the Academy appointed from time to time, as appropriate.
- v **'Clerk'** means the Clerk to the Board or the Clerk to the Local Governing Body of the Academy appointed from time to time, as appropriate.
- vi **'CEO'** means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- vii **'Diocesan Schools Commission'** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.
- viii **'Local Governing Body'** means the governing body of the School.
- ix **'Governing Body Representatives'** means the governors appointed and elected to the Local Academy Committee of the School, from time to time.
- x **'Principal'** means the substantive Principal, who is the person with overall responsibility for the day to day management of the school.
- xi **'School'** means the school or college within The Romero Catholic Academy and includes all sites upon which the school undertaking is, from time to time, being carried out.
- xii **'Shared Services Team'** means the staff who work in the central team across the Company (e.g. HR/ Finance)
- xiii **'Vice-Chair'** means the Vice-Chair of the Governing Body elected from time to time.

1. Introduction

Welcome to the Romero Catholic Academy. We are an integral part of the Catholic Archdiocese of Birmingham and we work closely with the Diocesan Department of Education, the Local Authority, the Department for Education, our local academies and schools, local business and commerce and the wider community.

This handbook contains some information to help you settle in. It is not contractual and does not form part of your contract with us.

Our Schools

The following schools are within The Romero Catholic Academy:-

Secondary School

Cardinal Wiseman Catholic School

Primary Schools

Corpus Christi Catholic Primary School
Good Shepherd Catholic Primary School
Sacred Heart Catholic Primary School
Saint Gregory Catholic Primary School
Saint John Fisher Catholic Primary School
Saint Patrick Catholic Primary School
SS Peter and Paul Catholic Primary School
Blue Sky Teaching Alliance

“This is what we do:

We plant the seeds that one day will grow.

We water seeds already planted, knowing that they hold future promise.

We lay foundations that will need further development.

We provide yeast that produces far beyond our capabilities.”

Each school retains its own unique ethos and mission recognising the local community it serves. However, our unified Mission states that

“We are a Christ-centred Communities dedicated to faith formation, academic excellence and individual growth for our young people, all rooted in the Gospel message of Jesus Christ.”

2. Induction – Joining The Romero Catholic Academy

The Romero Catholic Academy induction programme is designed to enable you to:

- Be welcomed into the Romero Multi Academy Company (MAC) so you quickly become a contributing member of our team
- Understand the Vision, Mission and Values of the Romero MAC
- Work in a safe and challenging environment
- Accelerate your understanding of our team and personal accountabilities
- Maximise your contributions to the overall performance of the Romero MAC

You will mostly manage your own induction activities, including submitting a completed version of the following checklist to your respective manager at the end of the first 6 months with the Academy. Your manager, HR and School Business/Office Manager will support you during the programme.

At the end of the **first day**, we want you to be able to say:

✓ 'It was clear to me that plans had been made to help me feel welcome and to be part of a team'.

At the end of the **first week**, we want you to be able to say:

✓ 'They really want me to be here, and to be successful. I'm glad I accepted the job offer'.

At the end of the **first two months**, we want you to be able to say:

✓ 'I know what is expected of me and I'm being supported to be successful'.

At the end of the **first six months**, we want you to be able to say:

✓ 'I understand the contribution I am making and I would encourage people I know to want to be part of the success of the Romero MAC'

3. New Starter documents you will receive

Document	To be provided by	Returned to	Complete
Offer Letter	HR	HR	
Contract – Terms & Conditions	HR	HR	
New Starter Personal Details	HR	HR	
New Starter HMRC Declaration	HR	HR	
Health Questionnaire	HR	HR	
Childcare Disqualification Dec	HR	HR	
DBS Online Application	HR	HR	
GDPR Consent Form	HR	HR	
Details to access PREVENT	HR	HR	

On Your First Day

	Activity	Accountability	Complete
On your first day, you should...	Be Welcomed	Principal/Line Manager	
	Know your Job Description & Main Responsibilities	Line Manager	
	Know your Working Hours / Protocols	Line Manager	
	Be Introduced to work colleagues	Line Manager	
	Be introduced to your 'Induction Buddy'	Line Manager	
	Have been on a tour of the building	Line Manager	
	Shown Health & Safety Procedures (ie fire drill information, emergency evacuation procedure)	Business Manager	
	Know where to access all policies and procedures	Line Manager	
	Have completed All New Starter Paperwork	Line Manager	

During your first week

	Activity	Accountability	Complete
During your first week you should be able to understand...	Overview of the Academy Structure and link with the school	Principal/Line Manager	
	Overview of the school leadership team	Principal/Line Manager	
	The Romero Strategy	Principal/Line Manager	
	Key Relationships within the School	Line Manager	
	Role Description /Job Specific processes/knowledge	Line Manager	
	Your Terms and Conditions of your Contract of Employment	Line Manager	
	Company policies and procedures	Line Manager	
	Requirements for the next two months	Line Manager	

During your first month

	Activity	Accountability	Complete
During your first month you should know ...	Performance Objectives	Line Manager and you	
	Learning & Development Needs Identified	Line Manager and you	
	Your key contacts	Line Manager and you	

3 month Probationary Review

Document	To be provided by	Returned to	Complete
3 Month Review Form	Line Manager	HR	

Towards the end of your first six months

	Activity	Accountability	Complete
	Agree performance objectives for the following six months	Line Manager and you	
	Informal performance review completed	Line Manager and you	
	Identify future learning and development needs	Line Manager and you	

6 month Probationary Review

Document	To be provided by	Returned to	Complete
6 month review form	Line Manager	HR	

The following information/equipment should be given to you on your first day

System	To be provided by	Returned to	Received
IT Equipment (as necessary)	School	New Starter	
Workspace	School	New Starter	
Basic Stationery	School	New Starter	
Contact Info Crib Sheet	School	New Starter	
MAC Org Structure	School	New Starter	
Staff Handbook	School	New Starter	
School Development Plan	School	New Starter	
Policies and Procedures (<i>refer to website</i>)			

System Logins

System	To be provided by	Returned to	Received
EVERY payroll	HR	New Starter	
Office 365/Gmail Suite	School	New Starter	
Staff ID Badge/Inventory	School	New Starter	
Department & School Specific log ins			

4. Buddy System

The Romero Catholic Academy also operates a buddy system during your first few weeks of employment and you will be allocated a “buddy” from within your department.

This is the role and duties of the induction ‘buddy’.

Induction task	Complete
Introduce yourself and explain your role in the Company	
Explain the purpose of an induction ‘buddy’	
Go to lunch with your buddy	
Introduction to colleagues	
Introduction to working in a Catholic school supporting the ethos and character	
Update on upcoming social events	
Explain how to get in touch with you eg phone number, direct dial, email address	
Touch base with buddy at end of first day	
Touch base with buddy at end of first week	
Touch base with buddy at end of first two weeks	
Touch base with buddy at end of first month	
Touch base with buddy at end of first two months	
Attend social event with buddy (optional)	
Remain available for queries on an ongoing basis	

5. Pay and Benefits

Pay

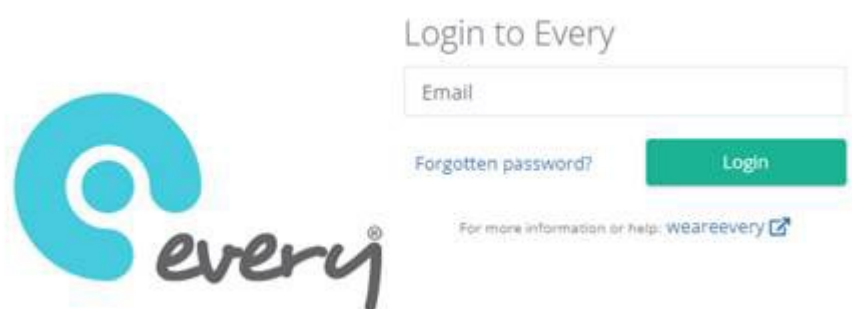
The Romero Catholic Academy works in partnership with EVERY Payroll Services to administer your pay.

The deadline for any payroll changes is around the 15th of each month and provided we have your new starter details by then you will be included in that month's payroll. Please ensure you have returned any new starter forms to your HR contact by 15th of the month. Staff are paid on the last working day of the month via BACS direct into your bank account.

Accessing your Payslip

All payslips are electronic and are accessed via the EVERY Self Service Portal.

- Click on <https://hr.every.education/Summary>
- Enter your work email address and click Login



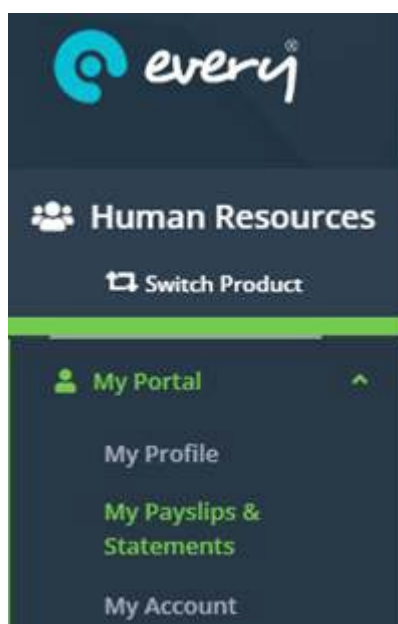
- Click “Forgotten password?”
- Re-enter your email address and click Submit
- Go into your email and click on “Click on the link to reset your password”
- Re-enter your email and enter a password of your choice and confirm it
- You should now see the following – click on “Click here to log in” using your email address and newly created password



Reset password confirmation

Your password has been reset. Please [Click here to log in](#).

- Once logged in you will see the following on the left-hand side, choose “[My Payslips & Statements](#)”



- You will find your payslips here under “[My Payslips & Statements](#)”

On the Self-Service Portal you can:

- See all your payslips
- See your P60 (from May 2023)
- Book any annual leave if applicable
- Amend any personal details including Bank Details
- View your attendance record
- Under Settings change your password or security question

Westfield Employee Benefits

The Romero Catholic Academy subscribes to Westfield Employee Benefits for every member of staff.

This can help you manage the cost of dental treatment, eye tests, new glasses or contact lenses, professional therapy treatments and diagnostic health consultations. The Romero Catholic Academy will pay for you to be insured under **Level 1** personal cover. You do not have to pay a monthly premium for this, you can however if you wish increase your cover and pay an additional premium as detailed below.

You will receive a welcome email containing your policy and full information. You will be eligible to claim from the start date shown on your policy, with the exception of maternity/paternity payment (12 month qualifying period) and for pre-existing health conditions, and related health conditions for hospital in-patient claims (2 years).

How to make a claim

You can make a claim online by going to **westfieldhealth.com** and enter your username and password details (you will receive this in your welcome email). The login tab can be found in the top right hand corner of the homepage. If you haven't already registered, you can do this by clicking on the same tab and then clicking register to access your account. You will then need to fill in your details to register.

Employee monthly premium		Corporate paid	£ 15.67 per month	£ 34.98 per month
Additional Adult monthly premium		£ 12.58 per month	£ 28.40 per month	£ 47.72 per month
Core benefits (100% reimbursement, up to your maximum allowance)				
Optical One year benefit period.	Policyholder Dependent children*	Up to £75 Up to £75	Up to £150 Up to £150	Up to £225 Up to £225
Specialist Consultations and Diagnostics One year benefit period.	Policyholder Dependent children*	Up to £150 Up to £150	Up to £300 Up to £300	Up to £450 Up to £450
Therapy Treatments** One year benefit period. Physiotherapy, Acupuncture, Chiropractic, Homeopathy and Osteopathy	Policyholder Dependent children*	Up to £200 Up to £200	Up to £400 Up to £400	Up to £600 Up to £600
Dental One year benefit period.	Policyholder Dependent children*	Up to £75 Up to £75	Up to £150 Up to £150	Up to £225 Up to £225
Additional benefits				
Dental Accident One year benefit period.	Policyholder	Up to £150	Up to £300	Up to £450
In-patient Allowance per night. Up to 30 nights in a one year benefit period.	Policyholder	£10	£20	£30
Day Surgery Allowance per day. Up to 10 days in a one year benefit period.	Policyholder	£10	£20	£30
Maternity/Paternity/Adoption Per child.***	Policyholder	£200	£400	£400
Chiropody One year benefit period.	Policyholder	Up to £35	Up to £70	Up to £105
Scanning Services - MRI, CT and PET scans This is not a cash benefit. We will arrange your scan for you.	Policyholder	Yes	Yes	Yes
Health and Wellbeing Services				
Wellbeing & Alternative Therapies One year benefit period. Acupressure, Allergy Testing / Food Intolerance Testing, Aromatherapy, Hypnotherapy, Indian Head Massage, Nutritional Therapy, Reflexology, Reiki and Sports Massage	Policyholder	Up to £75	Up to £150	Up to £200
24hr Advice and Information Line including access to My Healthy Advantage app ****	Policyholder, partner and dependent children	Yes	Yes	Yes
Up to 6 Structured Counselling Sessions	Policyholder	Yes	Yes	Yes
DoctorLine****	Policyholder, partner and dependent children	Yes	Yes	Yes
Gym Discounts	Policyholder	Yes	Yes	Yes
Prescription Charges	Policyholder	1 item	2 items	3 items
Westfield Rewards	Policyholder	Yes	Yes	Yes

6. Annual Leave – Non-Teaching staff who work full year only

Full time employees at The Romero Catholic Academy are entitled to either 28/33 days (dependent on service) paid annual leave per annum plus 8 Bank Holidays. Bank Holiday leave is to be taken on the day the Bank Holiday falls. Part time employees will have their annual leave pro-rated to their working hours and Bank holidays will be calculated in hours as a pro-rata amount. All leave must be pre-authorised by your manager before you take it.

Applications for leave should be submitted to your manager via the online EVERY self-service portal and your line manager will notify you via an email from the online EVERY self-service portal whether your request has been granted.

Our holiday year runs from 1st September to 31st August.

The Academy operates an entire shut down each year during the period between Christmas and New Year (3 days) and all employees will not be required to attend work during this period.

The Academy will permit employees to purchase additional annual leave of up to 10 days per academic year.

7. Policies and Procedures

All our policies and procedures which govern the Academy can be found [here](#)

8. Family Friendly Policies

The Romero Catholic Academy offers an enhanced Maternity & Paternity Leave package, together with a suite of policies to support you and your family during your employment.

Further information regarding our policies and associated forms can be found [here](#)