

# COALEY VILLAGE PLAYGROUP

## Terms and Conditions

**Employer:**  
Coaley Village Playgroup

**Employee:**  
**Title:** Play Assistant

**Place of Work:** Coaley Village Playgroup, Coaley Village School, The Street, Coaley, Gloucestershire, GL11 5EB

**Start Date:** To include a probationary period of.....

**Hours of Employment:** 8.30am - 1.45pm Thursday and 8.30am - 12.30 Friday during term time. If the playgroup is closed due to unforeseen circumstances you may be sent home without payment (e.g. bad weather, power failure, insufficient children or unavailability of premises). Subject to change during pre-school term.

**Salary:** Monthly in arrears and will be reviewed annually. Rate is £x.xx per hour and £x.xx per hour per planning session. Additional hours when required will also be paid. Approved courses are paid at £x.xx per hour, Income Tax and NI will be deducted accordingly.

**Holiday:** 4.8 weeks holiday per year taken monthly as 10.2% of gross monthly salary. Holidays should not be taken during term time unless by prior arrangement with Playgroup Committee.

**Sickness:** In line with statutory entitlement.

**Maternity Leave and Pay:** In line with statutory entitlement.

**Pension:** Coaley Playgroup does not run a pension scheme. Employees are advised to make their own arrangements.

**Notice:** One full term by both parties unless mutually agreed.

**Induction:** Each employee will receive an induction, to include training in health and safety and child protection policies and procedures. Signing of this contract is confirmation of the induction being conducted satisfactorily by both parties.

**Disciplinary and Grievance Procedures:** Information is attached to this document.

**Equal Opportunities:** We have a full equal opportunities policy. Details are held at Playgroup.

**Job Description:** Details are attached.

## **TRAINING COSTS:**

The Committee of Coaley Village Playgroup is committed to ensuring that all our staff has the best quality and level of training in order to carry out your work. You will no doubt appreciate, as a very small village playgroup, which can only admit a limited number of children a year, our budget is extremely tight. We have to carry out a huge amount of fundraising throughout the year, to ensure that we can continue to provide the equipment and resources needed both for the children and to comply with Ofsted National Standards. Therefore, we ask for a certain level of commitment from you when planning on attending courses. We are willing to pay for any courses that are necessary to comply with regulations, and will always consider your requests for funding for additional courses which will enhance your skills, benefit the children and increase their enjoyment at Playgroup. As part of the regular appraisal process, we will discuss and agree a plan of training with you. We value our staff, and helping you increase your skills, we make an enormous difference to the life of the Playgroup, both for the children and for the committee. However, we would like to agree the following scheme with you. If we pay for a course, and you resign within a certain length of time after attending it, we reserve the right to claim back some of those costs. (You will appreciate that the costs of attending a course are not necessarily limited to the fee, but to employing someone else to work for you and so on, but we confirm that we would only look to claim fees back).

<b>Service Qualification</b>	<b>Percentage of Repayment</b>
If employment is terminated within 6 months of completion date of training.	100%
If employment is terminated after 6 months, but within 12 months of the completion date of training	75%
If employment is terminated after 12 months, but within 18 months of the completion date training	50%
If employment is terminated after 18 months, but Within 24 months of the completion date of training	25%

If any employee completes 24 months service following the completion date of any training course there will be no claim for reimbursement of training costs.

Under the provision of this Agreement, Coaley Village Playgroup reserves the right to deduct the above monies from any monies due to the Employee, at the time their employment is terminated.

If insufficient funds are due at the date employment is terminated, to meet reimbursement of training costs, a repayment scheme will be agreed between Coaley Village Playgroup and the employee -prior to the termination date - to take account of the outstanding balance of training costs due.

However, due unforeseen circumstances of employment being terminated e.g family illness, relocation etc the committee reserves the right to waive the repayments of outstanding training costs.

I have read and understood the above terms and conditions, a copy of which has been issued to me. I have received a copy of the Disciplinary and Grievance Procedures.

\_\_\_\_\_  
Employee

Date: \_\_\_\_\_

\_\_\_\_\_  
Chairperson, Coaley Village Playgroup

Date: \_\_\_\_\_