



Ravensbury Community School

Procedures for All Year Round Workers

Date: June 2016

Agreed by Governors: 19.09.2016

Review date: September 2018

- All year round workers employed by the school are expected to work during school holidays, this includes Caretaker and Cleaners.
- Cleaners are expected to work their contracted daily hours during school holidays. The time in which their hours are worked may be changed in agreement with the Caretaker/s. Doubling up hours for cleaning staff is **NOT** allowed. Caretakers can double up during school holidays but only whilst the Caretaking role is a job share.
- Staff are expected to put into writing a request for annual leave, a minimum of 4 weeks before the time of leave is required so that the SLT can approve the annual leave. Annual leave will be granted if cover is available. All requests for annual leave must be in the school holidays, if leave is required out of school holidays it **MUST** be authorised by the Headteacher and maybe unpaid.