



Staff Sabbaticals Policy

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Sabbaticals for Staff in the Mulberry Schools Trust

To recognise the dedication of our longer-serving staff members, the Mulberry Schools Trust offers the opportunity to apply for a paid sabbatical during the last 6 weeks of the summer term.

While the sabbatical should be related to staff professional development, it is intended to provide professional refreshment and this can take a variety of forms. For example, staff might wish to pursue an enrichment opportunity related to their professional role such as: attending a course in philosophy or visiting a country to explore the buildings and museums of an ancient civilisation if they are a humanities teacher or member of support/associate staff contributing to this area of the school's work; travelling to another country to explore food and culture if they are a food technology teacher or member of support/associate staff contributing to this area of the school's work; studying a course related in, say, Jane Austen and visiting her home and places of location for her work if you are a member of support/associate staff or teacher with an interest in offering this additional knowledge to the department in some way.

This list is merely illustrative – any questions about the eligibility of your choice of focus for the sabbatical should be directed to the headteacher/principal of the school in question.

Availability

There is one place available for a member of teaching staff, and one place for support/associate staff from each primary and secondary school each year. For some of the larger secondary schools there will be a total of two places for teaching staff, and two places for support/associate staff. This will be at the headteacher/principal's discretion. *For support/associate staff where it proves more convenient for the school to have a member of support/associate staff take their sabbatical at another time of the academic year, an exception will be made however, normally the paid sabbatical should be taken in the last six weeks of the summer term.*

Eligibility

To qualify you will need to have worked in a School in the Mulberry Schools Trust for at least 6 years by the start of the sabbatical and includes any TUPE transferred service.

Members of SLT are not eligible to apply as they have other professional learning opportunities. No more than one member of a faculty or department may be on sabbatical at any one time (unless one staff member is a teacher and one is a support/associate staff member).

Applications

Applicants will need to submit a short application form, a copy of which can be found at the end of the policy by no later than the end of the Spring Term before the school breaks for Easter to the headteacher/Principal of their school.

You should set out what you would like to do with this sabbatical period and how it relates to your professional development.

Considering the Request

The headteacher/principal will review all sabbatical applications, and may interview to appoint to these sabbatical places entirely at their discretion. All applications will be considered based on operational factors and it may not be possible to approve all requests as we are limited on the numbers on offer within each school. The decision of the headteacher/principal will be final, and there is no right to appeal against the decision.

Returning from Sabbatical Leave

Once returned from sabbatical leave, staff should provide feedback to the Local Governing Body on what they have learned and how they will use it professionally through a short presentation in the Autumn term.

Sabbatical Application Form

Name:	
Position:	
Department:	
MST school site:	
Employment start date with school:	

I wish to apply for a paid Sabbatical for the last 6 weeks of the Summer Term 20__
(for support/associate staff please confirm when you are requesting this for if different from the last 6 weeks of the summer term).

Reason for Sabbatical Leave:

Please give details of your proposed activities and any objectives during the sabbatical period, as well as the perceived benefits to you both personally and professionally and to the Trust.

Signed by applicant: _____ **Date:** _____

Date received by headteacher/principal: _____