



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 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 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 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 CEO.

Availability

There are up to two places available for teaching staff and two for support staff from each school available each year.

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, including 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.

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 to the CEO of the Mulberry Schools Trust.

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

Considering the Request

A panel of trustees will review applications, interview and appoint to these sabbatical places entirely at their discretion.

**Returning from Sabbatical Leave**

Once returned from sabbatical leave, staff should provide feedback to the Trust Board on what they have learned and how they will use it professionally through a short presentation to the Board at the October Board meeting.

Sabbatical Application Form

Name:	
Position:	
Department:	
MST Site:	
Start date with MST:	

I wish to apply for a paid Sabbatical for the last 6 weeks of the Summer Term 20_

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: _____