

TEACHERS HOLIDAYS

When arranging teachers' holidays we want to reduce as far as possible any disruption to students' studies and to have as many regular teachers as we can working at peak times. These guidelines, we hope, will help achieve those aims.

General: We need to think about holidays in terms of the staff as a whole. Popular times may need to be allocated on a rota basis.

- **Teachers on permanent contracts** with 10 weeks holiday may be asked to take 2 weeks of their holiday in the period January – March by negotiation with the partners
- **Please avoid key times** e.g. first 2 weeks of a term, last 2 weeks of a Cambridge term if you have any exam classes.
- **Half terms and Easter weeks:** maximum of 4 teachers off at once (preferably fewer).
- **Single days off** can be quite easy to organise and are not very disruptive. But if the day off is a Friday – think about interviews. Mondays can also be tricky due to teachers being taken up by testing, interviewing etc.

SUMMER COURSES – possible times

1 week

- In July after Summer Course 1 and before Summer Course 3
- In August – when classes close down at Coulson

2 weeks

- In August when classes close down at Coulson
- In July, August and September (2 regular teachers split a course – probably only one pair at a time in order to preserve a good proportion of regular teachers)

3 weeks

- June – Summer Course 1

4 weeks

- June and July – Summer Course 1 & 1 week before Summer Course 3
- September – Summer Course 5
- July/August – may book, but please avoid if possible as some teachers may have very strong preference for this month (particularly August).

DoS, ADoS

- Only one away at once (in each building)
- Not at key times – as above plus mock weeks
- Summer Courses 3 & 4 – we need presence in 3 buildings

BOOKING HOLIDAYS

Please submit your booking sheet to the Abon House Director of Studies. Maximum possible warning but in general minimum of 4 weeks. Summer Course holidays – requests must be in by the last week of March so that we can plan how many extra teachers we will need.

Summer Course Holidays – guidelines for teachers

The summer courses generally last for 14 weeks and for staffing purposes we see them as being divided into blocks:

- Block A – 3 weeks
 - Block B – 4 weeks
 - Block C – 4 weeks
 - Block D – 3 weeks
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Holidays of 2,3 and 4 weeks are generally fine. To increase the possibility of finding back to back teachers, the following are encouraged:

- 2 weeks – first 2 weeks or last 2 weeks of Blocks B or C
- 3 weeks – Block A or D
- 4 weeks – Block B or C

1 week is not encouraged unless it is at the end of August when we are closing classes.

Long weekends are difficult as it is hard to find replacement teachers for odd days. Mondays are particularly difficult as we always have new intakes, so all available staff are involved with testing, interviewing, walking etc.

- Preferably on Mondays
 - Fridays (and Thursdays) may be ok if you are working straight through July and August.
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If possible, summer course holiday requests should be in by Easter. This will enable us to plan ahead and recruit the necessary staff in good time. To remind everyone, we will have a countdown every Friday staff meeting in the month leading up to Easter.

Part-time teachers. It would be very helpful if all part-time teachers could work full time (or take full holidays), at least during the key 6 weeks. Block B and the first 2 weeks of Block C.