

Pay and Policy Compliance

December 25 Noticeboard

Welcome to the December 2025 edition of our Pay and Policy Compliance update. In this month's communication, we're sharing essential information and reminders to help you stay informed and compliant. This edition covers the following key topics:

- Allowances
- Head Teachers Pay Changes
- Teachers start dates – Spring Term
- Early Payroll Deadlines/Pay dates – December 2025 and January 2026
- Teachers Pay Policy 2025 update
- Schools Assurance Data returns – December 2025
- Term Time Only Employees – End of Term Leaving Dates

Allowances

Please be reminded that additional allowances should only be paid in accordance with relevant policies and statutory provisions. Therefore, teaching staff can only receive allowances permissible under STPCD and support staff can only receive allowances permissible under NJC terms and conditions

Please note: Teachers employed in LA maintained schools are **not** entitled to honorarium allowances. Any additional payment for extra responsibilities must follow the appropriate teacher pay framework in line with STPCD (e.g., TLR, acting- up).

Honoraria are temporary, discretionary payments which can **only** be paid to support staff employed on NJC terms and conditions who undertake duties significantly above their normal grade. Honoraria must be supported by a business case and should not exceed 3 months (one term). There is more detailed guidance in the HR Toolkit which can be accessed through the Working for Schools webpage. [Schools HR Toolkit | Birmingham City Council](#)

Head Teachers pay range/group size changes

In line with the statutory duties document, Head Teachers pay banding is checked by the Pay and Policy Compliance Team (P& PC) to ensure that any changes are in line with policy. Please see steps below:

- Please send relevant supporting evidence/documents signed by the chair of governors to BCC P&PC Team (email: pay.compliance@birmingham.gov.uk)
- For a newly appointed Head Teacher and/or existing Head Teacher, BCC P&PC team will check that the individual school range (ISR) is correct.

- BCC P&PC team will run all necessary checks to ensure that relevant policies are being adhered to and meets compliance targets
- BCC P&PC team will notify schools of the outcome
- Schools must notify their HR/Payroll provider of any changes once BCC P&PC confirm that ranges are correct

Teachers start dates – Spring Term

For newly appointed teachers commencing employment at a Birmingham City Council school at the beginning of the spring term in January of the New Year, the start date should be the 1st of January as per Teachers terms and conditions.

For example:

The beginning of term January 2026 is 5th January 2026, however the contractual start date should be 1st January 2026 to align with terms and conditions.

Early Payroll Deadlines/Pay Dates – December 2025 and January 2026

Please note that deadline dates and pay dates for the months of December and January are normally earlier than usual. Therefore, do liaise with your HR and Payroll providers to ensure relevant deadlines are met and pay dates are communicated to your staff.

Teachers Pay Policy 2025 update

The 2025 Birmingham City Council Teachers Pay Policy is currently under review.

We apologise for this delay and will share the final version of the 2025 document once it has been ratified. The document will be uploaded to the Working for Schools webpage, and Head Teachers will be notified of this action directly via email.

Schools Assurance Data returns - December 2025

As per the assurance data schedule, there is no submission date planned for December 2025. In the New Year, the next assurance data collection for schools is scheduled for 27th January 2026.

Please note, all schools listed for **November data returns**, the deadline for November was 27th November 2025.

Support Staff Term Time Only Employees – End of Term Leaving Dates

Term-time only arrangements are in place for support staff that work less than a full year. If an employee works term time only (TTO) their salary has been adjusted to allow them to take the school holidays and receive equal monthly salary payments throughout the year. Under this arrangement TTO support staff are entitled to a salary

payment up until the end of school holiday periods. So, if a TTO employee resigns and works their notice period up until the last day of term/half term, then they should receive their salary until the last day of the holiday period (usually a Sunday). This also allows for continuity of service for support staff transferring between schools.

For example:

A Teaching Assistant resigns and works their notice period up until 19th December 2025. Half term week is from 22nd December to 4th January 2026. Therefore, the Teaching Assistant is entitled to be paid their normal salary up to and including Sunday 4th January 2026.

This arrangement also applies to part time employees whose working pattern is less than 5 days per week. If a TTO employee works less than 5 days per week, but they resign and work up to their final working day of the last week of term (before the holiday period begins), they are also entitled to their normal pay up until the end of the holiday period.

For example:

A Lunchtime Supervisor works 3 days per week (Monday, Tuesday and Wednesday). This employee resigns and works notice up until 17th December 2025 (their last working day). Half term week is from 22nd December to 4th January 2026. As 17th December 2025 is their last working day before the end of term, the Lunchtime Supervisor is entitled to be paid their salary up until Sunday 4th January 2026.

When instructing your new HR and Payroll Provider, do ensure that you provide the correct contract end date for your TTO staff so that the correct payment of salary is made.