

# June 2026 – Noticeboard Communications

## **Schools Compliance**

Welcome to the June 2026 edition of our Compliance update.

In this issue, we will share some useful information and reminders to help you stay informed and compliant with BCC's terms and conditions of employment.

In this edition, we will cover the following topics:

- BCC Pay Policy update
- April Increments for Support staff
- Continuous Service Dates
- Contract end dates for Teachers leaving 31 August 2026
- Contract end dates for Term-Time Only Support Staff
- Support Staff – Rules for time served increments for newly appointed staff
- Schools converting to Academy Status
- School Group Size Calculation – Updated Guidance
- School Compliance Review and Ongoing Process Development
- Use of Approved Contract Templates and Retention of Signed Contracts
- Consequences of Non-Compliance

## **BCC Pay Policy 2025 - update**

The 2025 Birmingham City Council Teachers Pay Policy is still under review. We again apologise for this delay and hope that this will be concluded in the near future. We will share the final version of the 2025 document once it has been ratified.

As advised previously the document will be uploaded to the Working for Schools webpage, and Head Teachers will be notified of this action directly via email.

## **April Increments for Support staff**

As another reminder, since BCC decoupled pay progression from appraisal on 1 April 2021, support staff annual increments are automatically applied on 1 April each year until the maximum of the grade is reached.

This is subject to:

- completion of six months' satisfactory performance in post, and the employee having commenced prior to 1 October in the preceding year
- This applies whether the post was attained through appointment, promotion, secondment, acting up or regrading.

Further guidance can be found on the Working for Schools webpage:

**[Support staff Incremental pay | Birmingham City Council](#)**

**Increments should now have been applied to all relevant support staff.**

### **Continuous Service Dates**

As previously highlighted, each employee's continuous service data has been provided to all schools as part of the offboarding process. When submitting your assurance returns, please ensure this information is recorded accurately.

Further guidance on continuous service can be found on the Working in Schools webpage: [Continuity of Service | Birmingham City Council](#)

### **Contract End Dates for Teachers leaving 31 August 2026**

Please be reminded that teachers leaving at the end of the summer term are still in contract until 31 August 2026 and their leaving date should be recorded as such to coincide with the beginning of the autumn term on 1 September 2026.

As a further reminder, teachers wishing to leave at the end of the school year must have submitted their resignation no later than **31<sup>st</sup> May**, with their employment officially ending on **31<sup>st</sup> August**. Any leaving dates outside of this period should be assessed on an individual basis and consulted with your ER provider to ensure compliance with teachers' terms and conditions.

Please ensure that your payroll provider is informed and instructed accordingly.

### **Contract End Dates for Term-Time Only Support Staff**

Support staff in term-time only arrangements who resign or retire during the Summer term must be paid up until the end of the relevant holiday period.

This ensures that all annual leave entitlements are included in their final salary calculation in accordance with support staff terms and conditions. Leaving dates outside of this period should be addressed on an individual basis.

Please ensure that your payroll provider is informed and instructed accordingly.

### **Support Staff – Increments for newly appointed staff**

Please see below the rules for awarding increments to newly appointed, promoted, seconded, or acting up arrangements for support staff.

Employees starting between 1 April and 30 September

- These employees will receive their first increment on 1 April the following year.
- Subsequent increments will be applied annually on 1 April thereafter.

Example:

An employee appointed on 5 June 2025

\* First increment: 1 April 2026

\* Subsequent increments will be applied annually on 1 April each year thereafter.

Employees starting between 1 October and 31 March

- These employees will receive their first increment once they have completed 6 months of satisfactory service.
- Subsequent increments will be applied annually on 1 April each year thereafter

Example:

An employee appointed on 5 November 2025

\*First increment: 5 May 2026 (following 6 months' service)

\* Subsequent increments will be applied annually on 1 April each year thereafter.

### **Schools Converting to Academy Status**

If your school has recently converted to academy status, please send confirmation to [pay.compliance@birmingham.gov.uk](mailto:pay.compliance@birmingham.gov.uk).

### **School Group size Calculation–Updated Guidance**

Updated guidance relating to leadership ranges and the calculation of school group sizes is now available on the school's webpage.

The updated guidance can be accessed via the link below:

[School group size calculation guidance | Birmingham City Council](#)

### **School Compliance Review and Ongoing Process Development**

We would like to thank schools for your ongoing feedback.

In response, we are currently reviewing our processes and procedures, with a focus on making them more efficient and streamlined for all stakeholders.

We also continue to engage closely with both providers and schools to understand challenges and identify opportunities for improvement.

Further updates will be shared in due course, so please keep an eye out for upcoming communication.

### **Use of Approved Contract Templates and Retention of Signed Contracts**

Under the UK “Good Work Plan”, employers must give employees and workers a written statement of employment particulars on or before the first day of work. This became a “day one right” from 6 April 2020. Please ensure that all employees receive the appropriate contractual documentation in line with employment legislation and Birmingham City Council requirements.

The approved contract templates are available on the [Birmingham City Council Working in Schools webpage](#). These templates have been developed to support compliance with current employment legislation and ensure consistency across maintained schools.

When issuing contracts, it is essential that the following information is clearly stated:

- Employee start date
- Salary/pay details
- Contracted hours of work

Please also ensure that contracts are signed and dated and that a signed copy is retained securely on the employee's personal file for audit and compliance purposes.

Please review your current processes to ensure that contracts are issued promptly and records are maintained appropriately.

Thank you for your cooperation and continued support in maintaining compliant employment practices.

### **Consequences of Non-Compliance**

Failure to issue contracts on or before the employee's first day of work may result in a breach of statutory requirements. This can expose the school to Employment Tribunal claims, where compensation of up to 2–4 week's pay may be awarded if the employee brings a successful related claim. In addition, missing or incomplete contractual documentation may lead to audit failures, increased risk of disputes, and difficulties in managing employment matters effectively.

Missing or unsigned contracts may result in:

- Failure in internal or external audits
- Non-compliance with Birmingham City Council requirements
- Reputational risk for the school