

Policy on Staff Sabbaticals/Exchanges

For many years it has been a tradition of the school that a long-serving member of staff may apply for a sabbatical term of absence from the school. Normally this has been associated with a particular project that the member of staff wished to undertake, and a report has always been submitted in writing or in person, and sometimes both, to the Board after the sabbatical term.

- Governors recognise the enriching and re-generating effect that a constructive planned sabbatical term can have after many years of teaching. The Board would wish the tradition of sabbaticals to continue, and to be available to colleagues who have served a minimum of ten years continuously at the school. In a departure to previous policy, governors have considered that exchanges with colleagues in a similar post abroad (perhaps in a Quaker school), would be an exciting alternative to a sabbatical. The Board also would consider that a sabbatical or exchange could be taken for a period of one full academic year of unpaid leave in circumstances approved by the Head.
- Colleagues who have served a further period of ten years' continuous service after one sabbatical or exchange may apply for another.
- It would not normally be possible to award more than one sabbatical or exchange in any one academic year.
- An application for a sabbatical or exchange may not automatically be accepted. It should, in any event, be contained in a letter to the Head supported by any other relevant documentation, giving details of what is proposed and the reason for any request.
- Any award would have to take into account the cost to the school of the absence of a colleague. The member of staff is expected to self-fund the sabbatical or exchange, in its entirety, including all travel costs. Leave granted would be unpaid.
- In order that the school is able to plan effectively, any colleague wishing to apply for a sabbatical should give as much notice as possible, and in any case not less than one calendar year, since the Head will need to have regard for the needs of the school as well as those of the applicant.
- Account will be taken of the following criteria, which are not listed here in any order of priority, as well as the quality of each application:
 - The needs of the school will remain paramount and any sabbatical or exchange must not interfere with the smooth running of the school.
 - Any sabbatical or exchange awarded must be considered to offer a period of refreshment for the individual member of staff.
 - Each application must indicate how the sabbatical or exchange would also be of benefit to the school

Procedure

Any member of the teaching staff wishing to apply for a sabbatical or exchange is welcome to discuss the project informally in the first instance with the Head. Following that, a formal application may be submitted by letter to the Head, who will bring it to the attention of the Board of Governors at the earliest available opportunity.

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