

Isolation Pay Statement – COVID-19 and School Closures

Following the release of the Government's 'Test and Trace' programme, we want to clarify the arrangements for staff who may be affected by the need to self-isolate.

If you show symptoms

If you show symptoms, you should isolate in line with Appendix A and report this to your line manager. If you are not fit to work during this time, you should report yourself as 'ill' into staff absence in the same way you would do so normally. If you are fit and well enough to work from home, you will remain on full pay. If you report in as 'ill', the normal sick pay benefit will apply.

Being in close contact with somebody who has tested positive

Children and young people up to the age of 18 years and six months, or adults who are fully vaccinated, no longer need to self-isolate because they have been in close contact with or are a part of the same household as somebody who tests positive for COVID-19. People in this situation can attend work as normal and will be paid as normal.

If you are told to isolate by the NHS 'Test and Trace' programme because you are over the age of 18 years and 6 months and are not fully vaccinated, you will remain on full pay if you are able to work from home.

If you develop symptoms, you should follow the above procedures.

If you have been told to formally shield or chose to continue to shield

Shielding has been paused nationally by the Government. Clinically vulnerable and extremely clinically vulnerable staff are therefore expected to return to work under a risk assessment. Risk assessments for affected staff were carried out by the Chief Executive in September 2021.

Staff who choose not to return to work after shielding has been ended by the UK Government should make themselves known to the Chief Executive. The employee's job description will be reviewed to establish whether they can fully discharge their normal duties from home and, where this is not possible, they will be moved to Statutory Sick Pay (SSP) or offered an extended period of unpaid compassionate leave where medical evidence cannot be provided to certify a period of sick leave.

Travel Quarantine

Employees who travel internationally during the COVID-19 pandemic may have to isolate in line with national guidelines. These guidelines change regularly and may be different depending on the country to which the employee intends to travel. It is therefore recommended that the employee seeks advice from the Foreign and Commonwealth Office in advance of their expected date of travel and discuss this with the Academy.

Where an employee's period of isolation prohibits their attendance at work, the quarantine period will be unpaid unless one of the following exemptions apply:

- Continued periods of enforced school closures enabling all staff to work and/or teach remotely from home (or location of quarantine) regardless of the need to isolate;

- Changes to a travel corridor affecting the employee's return to the UK between them leaving and their expected date of return, i.e. if a travel corridor was suspended whilst out of the country meaning quarantine is effective on return;
- Other exceptional circumstances by prior agreement of the Chief Executive.

Kate Tague
Chief Executive

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