



LYDIATE
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TRUST

Employee Reward & Recognition Policy (LLT)



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<i>Origination</i>	<i>Authorised by</i>	<i>Policy Date</i>	<i>Review Date</i>	<i>Page 1 of 7</i>
SFI	Board	Aug 2024	Aug 2026	

Employee Reward Policy (LLT)

Contents	Page
1. Purpose	Error! Bookmark not defined.
2. Scope	Error! Bookmark not defined.
3. General Principles	Error! Bookmark not defined.
4. Peer-to-Peer recognition	3
5. Celebrating Key Milestones	Error! Bookmark not defined.
6. Attendance Recognition	Error! Bookmark not defined.
7. Appendix 1 - Peer-to Peer recognition card	7

<i>Origination</i>	<i>Authorised by</i>	<i>Policy Date</i>	<i>Review Date</i>	<i>Page 2 of 7</i>
SFI	Board	Aug 2024	Aug 2026	

Employee Reward Policy (LLT)

1. Purpose

The purpose of this policy is to outline the rewards and recognition framework at Lydiate Learning Trust (LLT). It aims to foster a positive work environment, celebrate achievements, and ensure staff feel valued and appreciated. This policy aligns with our Trust's People Strategy to provide a supportive and inclusive environment.

2. Scope

This policy applies to all employees at LLT, including teaching and support staff. It covers various forms of recognition, from peer-to-peer acknowledgment to formal long service awards and attendance recognition. The scheme does not apply to casual and supply staff.

3. General Principles

The initiatives within the scheme will be reviewed on a bi-annual basis, the Trust reserves the right to modify and make changes to the policy to ensure compliance.

There is no legislation that requires the Trust to undertake the initiatives within the scheme, the Trust however must;

- Comply with relevant tax and reporting rules, which may change from time to time as outlined by HMRC.
- The Trust will monitor all monetary rewards and gifts, keeping a record of all rewards issued to staff and the monetary amounts associated.
- Ensure that no staff member is discriminated against. It is important that this policy be applied in a non-discriminatory manner. The Trust will monitor the equality impact of the policy at School and Trust level and will review the policy as necessary to prevent any direct or indirect discrimination.

4. Peer-to Peer Recognition

The aim is to foster a culture of appreciation and gratitude throughout the Trust. We will equip staff with the skills, tools, and opportunities to offer immediate and spontaneous recognition.

It's more important than ever for managers and colleagues to show appreciation for one another to ensure everyone feels cared for, connected, and motivated.

Everyone loves to hear the words "thank you." Studies suggest that gratitude and appreciation can enhance well-being, improve physical health, strengthen social relationships, and help us cope with stressful times in our lives.

4.1 Objectives

- Encourage a culture of appreciation and teamwork across the Trust.

<i>Origination</i>	<i>Authorised by</i>	<i>Policy Date</i>	<i>Review Date</i>	<i>Page 3 of 7</i>
SFI	Board	Aug 2024	Aug 2026	

Employee Reward Policy (LLT)

- Allow staff to recognize each other's efforts and achievements.

Benefits of Peer-to-Peer Recognition



4.2 Procedure

There are many mechanisms to say thank you and all staff are encouraged to do so, this can range from at the start or end of a 1-1 meeting, at a team meeting, emails, on the phone or by post it note.

- **Recognition Cards:** Physical recognition cards will be available in the staff room for handwritten notes. These can be given direct or left on their desk.

5. Celebrating Key Milestones

5.1 Long Service Awards

The Trust recognises that high standards and the quality of learning for our students are dependent on the contribution, effort and loyalty of the staff it employs. As such, the Trust's Long Service Award Scheme is an opportunity to celebrate the great value of employee contribution.

This initiative applies to all employees within the Trust who have accrued the appropriate length of service, employees will be rewarded at the next milestone following the introduction of the policy (September 2024). It does not apply to casual/supply staff.

Continuous service includes service at predecessor schools/academies now merged into the Trust, providing service is continuous between the two (i.e. If you have joined the Trust from another school as a result of TUPE).

<i>Origination</i>	<i>Authorised by</i>	<i>Policy Date</i>	<i>Review Date</i>	<i>Page 4 of 7</i>
SFI	Board	Aug 2024	Aug 2026	

Employee Reward Policy (LLT)

- **Eligibility:** Staff who complete 5, 10, 15, 20, and more years of service.

Long Service Award Table				
5 Years	10 Years	15 Years	20 Years	25 Years
Certificate	Certificate	Certificate	Certificate	Certificate
Notification in School newsletter	Notification in School newsletter	Notification in School newsletter	Notification in School newsletter	Notification in School newsletter
5 Year lapel pin	10 Year lapel pin	15 Year lapel pin and a £50 gift card	20 Year lapel pin and a £75 gift card	25 Year lapel pin and a £100 gift card

5.2 Milestone

HR will send a notification to the office manager or department leaders to inform the names of staff who are due to reach a milestone the following week (birthday, family leave).

Type of celebration	Criteria
Milestone birthday	21, 30, 40, 50, 60, 70
Family friendly	Maternity, paternity, adoption

Employees on Maternity, paternity and adoption leave will be entitled to use the Home & Tech scheme through BHN extras (Salary sacrifice) to purchase baby friendly electronics.

There is no legislation that requires the Trust to recognise life events, but the Trust must comply with relevant protected characteristics and ensure that no staff member is discriminated against.

Consideration will be given to any staff members whose personal beliefs or circumstances would not align with celebrations of such events, or where sending a card would not be appropriate.

6. Attendance Recognition

6.1 The purpose of the 100% Staff Attendance Award is to recognise and reward staff members who demonstrate exceptional commitment and reliability by maintaining perfect attendance throughout the academic year.

- **Eligibility:** Staff who achieve 100% attendance over the academic year.
- **Recognition:**

Autumn Term	Spring Term	Summer Term	Academic Year
CSSA £50 Gift Card	CSSA £50 Gift Card	CSSA £50 Gift Card	Across the Trust £250

Origination	Authorised by	Policy Date	Review Date	Page 5 of 7
SFI	Board	Aug 2024	Aug 2026	

Employee Reward Policy (LLT)

DHS £50 Gift Card	DHS £50 Gift Card	DHS £50 Gift Card	
Knotty Ash £50 Gift Card	Knotty Ash £50 Gift Card	Knotty Ash £50 Gift Card	
The Grange £50 Gift Card	The Grange £50 Gift Card	The Grange £50 Gift Card	

- **Recognition in Newsletter:** Names of staff with 100% attendance will be highlighted in the staff newsletter and on the school's notice board.

Monitoring and Review

This policy will be reviewed annually to ensure it remains relevant and effective. Feedback from staff will be sought to continuously improve the rewards and recognition program.

6. Contacts

For any questions or further information, please contact the HR department at [HR contact information].

<i>Origination</i>	<i>Authorised by</i>	<i>Policy Date</i>	<i>Review Date</i>	<i>Page 6 of 7</i>
SFI	Board	Aug 2024	Aug 2026	

Employee Reward Policy (LLT)

Appendix 1 – Peer-to-Peer Recognition Cards



The image shows a dark blue rectangular card template for peer-to-peer recognition. In the top left corner, there is a logo for Lydiate Learning Trust, which consists of a red shield with a white star and the text 'LYDIATE LEARNING TRUST' and 'ENGAGE, ENABLE, EMPOWER' below it. To the right of the logo, the text reads: 'Leaving a thank you note is a great way to express your thanks and gratitude for support you have received from a colleague. Simply write your message and hand to a colleague or leave it on their desk'. Below this text is a large white rounded rectangle with five horizontal lines for writing a message. The card is framed by large white quotation marks on the left and right sides.

<i>Origination</i>	<i>Authorised by</i>	<i>Policy Date</i>	<i>Review Date</i>	<i>Page 7 of 7</i>
SFI	Board	Aug 2024	Aug 2026	