



# Oaklands School

## Compassionate Leave Policy

**Approved by:**

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## 1. Introduction

*Every Child Is Different - we work together to break down barriers and cultivate a respectful, inclusive community*

Welcome to Oaklands School, Hungerford. Our school is committed to providing a safe and nurturing environment where every pupil can thrive. This compassionate leave policy applies to all Oaklands School employees.

We believe in fostering an ethos of trust and respect, ensuring that all pupils feel valued and supported. Our confidentiality policy is designed to protect the privacy of our pupils and their families, while also promoting transparency and open communication within our school community.

Oaklands is a co-educational, independent day school established to provide contemporary and enjoyable learning experiences for young people aged 5 - 16 years with special and individual needs. Our school offers a warm and friendly environment for learning, with specialist support for pupils with unique learning profiles and neurodivergence, including specialist provision for pupils with autism, communication and interaction needs, sensory processing needs, global developmental delay and other related aspects.

- We are an inclusive school and believe that neurodivergence is not a deficit or a barrier to achievement.
- We have developed a curriculum approach which includes learning pathways and adaptive approaches to meet the needs of each individual pupil.
- We have taken the very best school practices and built them into our school.
- We consider that creating an inclusive school community is one of the key aspects for supporting our pupils to develop and grow.
- We believe that such differences need not be barriers to success, and we have taken the very best school practices and built them into our school.

## 2. Management Procedures

Oaklands School recognises that there may be times when an employee may need leave on compassionate grounds and therefore provides a period of compassionate leave for this purpose, subject to specific conditions and eligibility requirements.

## 3. Principles

Oaklands School is committed to equality in its procedure. The conditions for qualification under this policy will not disadvantage any employee on the grounds of

age, race or ethnicity, disability, gender and marital status, gender identity or sexual orientation.

#### 4. Legislation

According to the UK Government, employees are allowed time off to deal with an emergency involving a dependant. A dependant could be a spouse, partner, child, grandchild, parent, or someone who depends on the employee for care. There is no set amount of time as it depends on the situation. Employers may pay for time off to look after dependants, but they do not have to. Compassionate leave can be paid or unpaid for emergency situations

#### 5. Leave Entitlement

Directors or the Headteacher may grant leave as follows:

Relative	Death	Sickness
<b>Partner *</b>	Up to 5 days leave with pay	Up to 5 days (half to be counted against annual leave or unpaid)
<b>Brother/Sister</b>	Up to 5 days leave with pay	Up to 5 days (half to be counted against annual leave or unpaid)
<b>Father/Mother</b>	Up to 5 days leave with pay	Up to 5 days (half to be counted against annual leave or unpaid)
<b>Son/Daughter</b>	Up to 5 days leave with pay	Up to 5 days (half to be counted against annual leave or unpaid)
<b>Partner's Father/Mother</b>	Up to 5 days leave with pay	Up to 5 days (half to be counted against annual leave)
<b>Partner's Son/Daughter</b>	Up to 5 days leave with pay	Up to 5 days (half to be counted against annual leave)
<b>Grandparent Great Grandparents</b>	Up to 5 days leave with pay	Up to 5 days (half to be counted against annual leave)

- A partner does not have to be of the opposite sex and will include a civil partner.
- In the case of sickness of a relative listed above, leave will only be granted where the relative lives with the employee or lives alone.

- Leave may also be granted as above in respect of persons who are not related as above but occupy a similar position in the family.
- Up to 5 days' additional leave may be granted in any of the above circumstances.
- Annual leave related to sickness may be elected to be taken without pay.
- The school may review cases of financial hardship.
- In the case of the death or illness of a child, the emergency time off for dependents provisions may also apply.