1. **Staffing and Management Cover for Saturday Appointments and 38/40 weeks contracts**

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| **2018/19 Term Dates** | | | | |
|  | | Start | End | Notes |
| Term 1 | **FE** | 3rd September 2018 | 14th December 2018 |  |
| **HE** | 24th September 2018 | 7th December 2018 |  |
| **TTO** | 17th September 2018 | 15th December 2018 | 13 weeks |
| **Saturday Appointments** | 22nd September 2018 | 15th December 2018 | 13 weeks  Big Welcome (Freshers) Event on 29th September at CSM. Year Round Saturday Staff to cover – no appts |
|  | | | | |
| Term 2 | **FE** | 7th January 2019 | 29th March 2019 |  |
| **HE** | 7th January 2019 | 15th March 2019 |  |
| **TTO** | 7th January 2019 | 5th April 2019 | 13 weeks |
| **Saturday Appointments** | 12th January 2019 | 6th April 2019 | 13 weeks |
|  | | | | |
| Term 3 | **FE** | **15th April 2019** | 24th May 2019 |  |
| **HE** | **15th April 2019** | 21st June 2019 |  |
|  | **15th April 2019** | 19th July 2019 | 14 weeks |
| **Saturday Appointments** | 19th April 2019 | 20th July 2019 | 14 weeks inc  19th – 22nd April –Easter Public Holidays |
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1. **Notes**

The Saturday Appointments weeks are the core attendance weeks for the service and reflect operational needs relating to availability when students are in college.

Year round team members are encouraged to take annual leave outside these dates wherever possible.

Team members on 38 week contracts to discuss and confirm with Senior Counsellor.

Flexibility available for team member with individual needs (e.g. childcare responsibility, health related adjustments). Arrangements to be made with line manager.