

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

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

### 2. 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.