

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

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