



# Schools' HR Bulletin

## Summer Term 2026

### For All Staff

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Welcome to the Schools' HR Bulletin for summer 2026 (pre-summer edition).

The HR Bulletin is aimed at providing relevant information to all staff on a half-termly basis.

Any documents and resources referenced in the bulletin can be accessed on West Sussex Services for Education by your school's Headteacher, Bursar or School Business Manager.

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## Section One: HR Policy Matters

### Launch of the New Managing Sickness and Attendance Policy

We are pleased to confirm the launch of our new Managing Sickness and Attendance Policy, which is now live and has been developed in liaison with managers, executive headteachers and trade unions.

We value our employees and recognise that ill health can have an impact on attendance and performance at work and this policy is designed to support wellbeing and manage attendance fairly. It's easier to navigate, more flexible, and focuses on early, person-centred support.

Policy and contractual provisions such as sick pay entitlements, absence levels that lead to monitoring, return-to-work discussions, and access to Occupational Health and other support, all remain unchanged.

An introduction video is available on West Sussex Services for Education where more resources will be added in due course.

## Section Two: Right to Work Matters

### Indefinite Leave to Remain (ILR) – Upcoming Change

The Home Office have announced that from 26 March 2027, the English language requirement for ILR applications will increase from B1 to B2 level.

Any staff planning to apply for ILR from this date should be aware of this change so they can begin preparing in advance.

Further information can be found on the following webpages:

- The Home Office announcement: [Higher standard of English now required to settle in the UK](#)
- The current guidance: [Prove your knowledge of English for citizenship and settling](#)

# Section Three: Employee Benefits

## 1. A Guide To Salary Finance



We'd like to remind schools about [Salary Finance](#), a valuable benefit available to all employees, designed to support financial wellbeing through affordable borrowing, saving and guidance. Their new [app](#) makes it even easier for employees to access their services. Salary Finance benefits include:

- **Affordable Loans:** low interest loans repaid through salary, designed to help consolidate existing high interest debts or reduce the overall cost of borrowing. Representative Rate 11.9% APR (fixed).
- **Save:** Automatically save a portion of your salary into a savings account to help reach your goals.
- **Learn:** A range of free tools and resources to help you understand your money, plan ahead and build better financial habits.

[Download the Salary Finance app](#) or explore the options on the [Salary Finance hub](#).

## 2. West Sussex Choices Staff Benefits Platform






🌻 **Get Summer-Ready with Retail and Travel Savings**




\*Savings or offers are subject to change Terms apply for all third parties.

With the final weeks of term underway and summer holidays just around the corner, now's a great time to start planning and saving. Your employee benefits give you access to exclusive retail and leisure discounts to help make the most of the weeks ahead.

Whatever your plans, there are savings available across a wide range of activities, including:

-  Holidays and flights – for staycations or adventures further afield
-  Days out, attractions and experiences
-  Retail savings on summer essentials and home items
-  Leisure, dining and entertainment discounts
-  Sports & fitness – all the gear you need, for less

 And don't forget the [easit scheme](#), which offers savings on commuting and leisure travel across selected public transport options – ideal for both term-time journeys and summer plans.

Together, these benefits help stretch your pay a little further as you head towards a well-earned summer break.

Register or login to [West Sussex Choices](#) to explore all the savings available to you.

## Section Four: Health, Safety and Wellbeing

### Latest *Your Health* Newsletters

The June and July *Your Health* newsletters published by our Occupational Health service provider Health Partners are now available.

The [June edition](#) explores two main subjects: making movement part of your day and prostate cancer. Links to resources are provided.

The theme of the [July edition](#) is looking after your body and explores how to create a healthy lifestyle and how to protect your skin this summer.

The newsletters can be viewed online by clicking on the images below and PDF versions will be available on [West Sussex Services for Education](#):



END OF HR BULLETIN 10/06/2026.  
PREPARED BY KMG HR POLICY TEAM.