

# BOAT *Bulletin*



For all staff

## Introduction

Welcome to another 'BOAT Bulletin'! It's another busy term with lots of exciting things happening in school. But, without our staff, none of this would be possible without you! Thank you!

## Cycle to Work

We are excited to launch a cycle to work scheme at BOAT, where staff can take advantage of payments spread over 12 months for a bike and accessories up to a value of £3,000!

Cycle to Work is a government initiative that was introduced in 2001 to encourage more people to commute to and from work by bike, enabling people to make healthier choices and reducing the UK's carbon footprint.

The initiative also allows you to make huge Tax and National Insurance savings on the cost of a new bike and safety accessories. These savings are achieved via salary sacrifice which is managed by your employer and lets you spread the cost to make payments more convenient!

By signing up through our Cycle2Work scheme you can save up to 32% on tax!

To make your application simply log onto the registration portal here; [Cycle2WorkScheme](#) and follow these steps:



If you have any questions regarding the scheme please speak to Wendy or Caroline.

**CYCLE2WORK SCHEME**

**GET READY TO GET ACTIVE**

**COMING SOON!**

**SAVE UP TO 32% WITH CYCLE2WORK**

**CYCLE2WORK IN 4 EASY STEPS!**

- 01** Choose your bike and safety equipment in store or online, so you know how much you would like to apply for.
- 02** Sign up for the scheme via your Cycle2Work portal.
- 03** Once your application is approved, and you have received your letter of collection, you can redeem your goods.
- 04** Repayments are taken from your salary before tax, giving you a saving on your purchase.

Save up to 32%\* on bikes and accessories at the following:

**halfords** **tredz** **Independent Bike Shops** **cycle2work**

\*Based on a basic rate tax payer. Higher rate tax payers save up to 42%/ Additional rate tax payers save up to 47%

Want to find out more and apply?  
Visit: <https://boat.salarydeductplatform.com>



## Staff Wellbeing

**Health Screen:** A nurse will be on site for one day in April for general wellness checks for staff, much like an MOT. Staff who choose to attend can be assured that all discussions are completely confidential. The nurses discuss topics such as current health status, family history, current medication, mental Wellbeing, Risk Factors, Medical History and Lifestyle. Details of how to book on will be circulated soon.

More staff wellbeing resources can be found here: [Staff Wellbeing - Schools Advisory Service \(schooladvice.co.uk\)](https://schooladvice.co.uk)

## Policies

The following policies have been approved and now available in the [Policies & Advice](#) folder:

- [Gifts and Hospitality Policy](#) – Providing guidance on what constitutes acceptable gifts and hospitality, and the process that must be followed if you are presented with any of the same.
- [Display Screen Equipment Policy](#) – For staff who regularly use DSE as a significant part of their normal work. There is a [workstation checklist](#) to help you complete a risk assessment of your workstation.
- [Security Policy](#) – This outlines how we seek to protect our children, staff and premises. If you have any security concerns, please speak to a Senior Leader.
- [Risk Management Policy](#) - This policy has been updated to include the risk of fraud.
- [Risk register](#) – we take ‘risk’ very seriously and consider a wide range of issues that may be of concern!
- [Behaviour Principles written statement](#) – Providing guidance on determining measures to promote good behaviour and discipline amongst pupils.
- [Business continuity plan](#) - Sets out the trusts emergency action plan and business continuity plan.

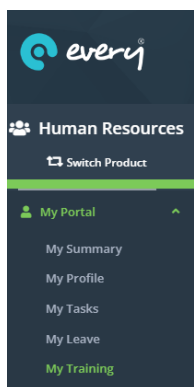


## Staffing Matters

- **Payroll** – Deadlines for overtime claims: Thursday 2<sup>nd</sup>, March, Friday 24<sup>th</sup> March, Thursday 4<sup>th</sup> May.
- **Payslips** - Please make sure that you check your payslip each month including your number of hours.

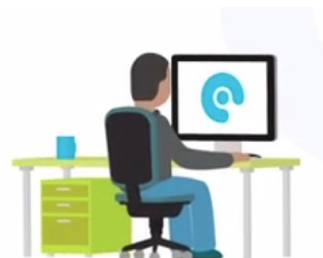


## Premises, Health and Safety



**Display Screen Equipment** - We have released a new Display Screen Equipment online course on Every! This training is compulsory for anyone who regularly uses a computer or portable device as part of their role but has also been made available to all staff if you wish to have a refresh on good workstation practices. Completing this course will not only comply with the law but also keep you comfortable and healthy!

To start the course log onto Every; <https://www.every.education/> Select the Human Resource Product then My Training. There you will see a link to the mandatory/optional training.



## And finally...

Thank you once again for all that you do. Jesus said 'I have come that you may have life in all its fullness' (John 10:10).

Many schools state this as the aim for their children – and it is highly commendable to have such aspirations fulfilled through inspirational teachers, innovative education and an inclusive approach to all that we do. However, this also applies to you and me as individuals. Teaching is much more than a ‘job’. It is a calling and vocation. It is good to remember the one who ‘calls’ us, but also gives us rest by ‘quiet waters’. Whilst we are grateful for all the hardwork, we are also grateful to those who encourage rest! We all need a balance! And, if you are a bit out of ‘balance’ do raise a hand so together we can know a little of that life in all its fullness.



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