

LADY MARGARET SCHOOL



Staff Benefits

2021 - 2022





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1 INTRODUCTION

Message from Ms Stevenson, Headteacher



Welcome to Lady Margaret School. Our school motto, from Psalm 16, is 'I have a goodly heritage'. For us, as a community, this means that we are consciously building a 'goodly heritage', day by day, for our students and for staff here at LMS. We have a strong sense of community in our staff team and we look to support our colleagues during their time here.

We have a clear line management structure in school so that staff know who they can talk to about professional matters. We aim to be approachable and supportive and with high expectations for everyone – students and staff – working in our school.

One of the strands of our School Development Plan is about supporting the well-being of our students and staff. This booklet supports this aim, outlining some of the key benefits available to staff working at Lady Margaret School. Our aim is that our collaborative working practices, together with the benefits outlined here will help our staff team to flourish.

Elisabeth Stevenson

Headteacher



2 PENSION SCHEMES

All employees at Lady Margaret School are eligible to join a pension scheme. In a nutshell, your pension is the way that you, your employer and the government help you to save for your future. Each time you get paid, you pay contributions towards the cost of your pension. Your employer contributes towards the cost and the government also helps out through tax relief, as you don't pay tax on pension contributions.

Teachers' Pension Scheme (TPS)



Teachers' Pensions are the pension administrator for the Teachers' Pension Scheme therefore are responsible for the day to day running of the Scheme on behalf of the Department for Education.

Benefits

As a teacher your pension is one of your most important benefits.

Through the Teachers' Pension Scheme you will receive a guaranteed pension.

It is a Defined Benefit Scheme, registered with HM Revenue and Customs, based on your salary and service rather than investments – so there'll be no nasty surprises when you come to claim your pension.

Your pension will be a regular source of income when you retire – but you can also take some of it as a tax-free lump sum.

Eligibility

The Teachers' Pension Scheme is a statutory occupational pension scheme and teaching staff (full-time or part-time) between the ages of 16 and 75 with a contract of at least 3 months, will automatically become a member of the Teachers' Pension Scheme ("TPS") upon commencement of employment. If your contract of employment is for less than three months you can opt to join the pension scheme by completing an application form.

At any time, you can opt out of the scheme and make alternative arrangements but you cannot complete an opt-out form until you have started your employment (an opt-out form can be downloaded from the Teachers' Pension Scheme website).

For more information about the Scheme visit <https://www.teacherspensions.co.uk/>



The Local Government Pension Scheme (LGPS)



The LGPS is one of the largest public sector pension schemes in the UK. It is a nationwide pension scheme for people working in local government or working for other types of employer participating in the scheme.

The LGPS in England and Wales is administered locally by around 100 local authorities on behalf of hundreds of local councils and associated bodies across the UK.

Orbis Pension Services is the pension administrator for the London Borough of Hammersmith and Fulham Local Government Pension Scheme.

Benefits

The LGPS is a defined benefit, statutory, funded pension scheme. The Scheme provides you with a guaranteed future income. Unlike some schemes your pension is not affected by share prices and stock market fluctuations.

Once you take your pension it will go up in line with inflation, protecting you from rising prices.

Other benefits include:

- You can take a lump sum when you retire, which in most cases will be tax free.
- There are no hidden fees or charges - you simply pay a percentage of your pay.
- Protection for you in case you have to take your benefits early through ill health.
- Pensions for surviving dependents if you die.
- Life cover of three years pay - from the moment you join.

Eligibility


Membership of the Local Government Pension Scheme (LGPS) is available to all support staff members of the School up to the age of 75, who have a contract of employment for at least 3 months.

If you are eligible for entry you will automatically become a member of the LGPS and will have pension contributions deducted from your salary, although membership is not compulsory and you may opt out if you wish.

If your contract is for less than 3 months you can opt to join by completing an application form. You should contact your LGPS Pension Fund for an application form if you wish to opt-in to the scheme.

If you are brought into the scheme you have the right to opt out. You cannot complete an opt out form until you have started your employment.

For more details on the LGPS, including how to opt out and relevant forms, please visit the pension fund website <https://www.lbhfpensionfund.org/>



If you are already a member you can view your pension details through the Orbis Pension Services portal:

<https://mypension.surreycc.gov.uk/>

3 EMPLOYEE ASSISTANCE PROGRAMME

Benefits



In order to support staff well-being you have access to the Workplace Options Staff Assistance Programme which is a free, confidential, independent and available 24/7. They are available to provide support on any issues that are important to you and your families – be it work, mental health, your personal life, finances, relationships, or legal issues.

Trained counsellors are available to talk to, at any time, day or night. The EAP also offers up to six free counselling sessions if needed – over the phone, face-to-face, structured or secure online sessions.

Please visit www.workplaceoptions.co.uk and click on “Contact” (at the top right-hand side of the home page) and then “Members Benefits Log In” and enter the following login details:

Username: LBHF

Password: Employee

Eligibility

This benefit is available to all staff at Lady Margaret School and their families.



4 CYCLEScheme



Lady Margaret School is a member of Cyclescheme, the UK's leading provider of the cycle to work scheme. Through Cyclescheme employees have the opportunity to purchase a tax-free bike for the purpose of commuting to and from work.

Benefits

By joining the scheme employees are able to spread the cost of purchasing a new bike and/or cycling safety equipment over a 12-month period as well as making

Employees can purchase up to £3,000 worth of bike and accessories and then pay a monthly 'salary sacrifice' to effectively 'hire' the bike and kit, over a 12-month period. Savings on tax and national insurance tend to be between 25% to 39%. At the end of the scheme employees will have the option to purchase the bike.

Purchases can be made at over 2,000 retailers registered with Cyclescheme, who offer in-store, online, click & collect or brand direct sales, including Evans Cycles, Decathlon, and many independent retailers.

For further information on how the scheme works visit <https://www.cyclescheme.co.uk/>.

To apply for a bike and/or cycling equipment, head to the Cyclescheme website, search for Lady Margaret School, or use your employer code (40d63b) and hit 'Start application'.



New from Cyclescheme – City Bike Hire



In association with:



How does City Bike Hire work?

As a member of Cyclescheme, Lady Margaret School is now able to offer its employees an additional benefit - Cycle in London for less with Cyclescheme City Bike Hire.

In addition to purchasing bikes through Cyclescheme, you can now save on the cost of Santander Cycles yearly membership via our cycle to work benefit.

- Save 32-42% on Santander Cycles yearly membership
- Spread the cost over 12 months – from £1 per week
- Suitable to use alongside other modes of transport

This means you can combine commuting by public transport with cycling in London with ease. If your cycle journey is less than 30 minutes, it's covered by your membership. If it's longer, you'll pay £2 for every 30 minutes cycling. You will also get quicker access to Santander Cycles as you don't need to use terminals.

To find out more about saving 32-42% on the cost of Santander Cycles yearly membership, visit <https://www.cyclescheme.co.uk/city-bike-hire>.

Eligibility

All employees on the payroll.



5 CHILDCARE VOUCHERS



Childcare vouchers provide an easy way for working parents to save on the cost of childcare. In October 2018 the Government closed Childcare Voucher schemes to new joiners in favour of Tax-Free Childcare, however Lady Margaret School offers existing scheme members the opportunity to purchase Childcare Vouchers through its Childcare Voucher provider, Widerplan (Kiddivouchers).

Benefits

Childcare vouchers are offered through a salary sacrifice arrangement; eligible employees may pay up to £243 per month from their gross salary into their Childcare Voucher account and use these funds to pay for registered childcare. They do not pay Tax or National Insurance on this amount, resulting in significant savings.

Eligibility

Existing KiddiVouchers scheme members can continue to enjoy the savings gained via Childcare Vouchers for as long as they remain with their employer. The current 52-week rule can still apply to existing scheme members, this allows a break in the voucher order for up to 52 weeks. However, if the parent does not re-order vouchers before the 52-week deadline, they will no longer be classed as an existing scheme member and eligible to remain in the Childcare Voucher scheme.

If you are not currently a member of our childcare voucher scheme you may be eligible for Tax-Free Childcare. Visit <https://www.gov.uk/tax-free-childcare> for further details.



6 CSSC SPORTS AND LEISURE



Founded in 1921, CSSC is a not-for-profit organisation which provides fantastic sports, leisure offers, member benefits and discounts to its ever-growing community of over 150,000 members who work within the civil service and public sector organisations.

Part funded by the Cabinet Office its vision is to inspire members to explore new ways to be active while maintaining and developing their physical and mental health.

Benefits

Membership costs just £4.50 per month and in exchange you receive the following **instant free benefits** with your membership:

- **Royal Botanic Gardens - free entry to Kew Gardens and Wakehurst.** Members can also take up to one other adult guest with them for 50% off the full gate price and up to five accompanying children with them for free.
- **English Heritage – free family entry to over 400 English Heritage sites** to experience and explore England’s finest castles, churches, abbeys, palaces and gardens. Members can take one other adult and up to six children with them.
- **Cadw - free family entry into participating Cadw sites** and explore ancient monuments and some of the world's best castles, chapels and neolithic sites. Members can take one other adult and a maximum of 3 children (under 16) with them.
- **tastecard - free for members** - 50% off or 2 for 1 meals with **your free digital tastecard**

Other membership benefits include

- **Access the exclusive savings platform, My Savings+** to earn cashback and get amazing discounts & member benefits at thousands of supermarkets, DIY, sports, fashion, electrical retailers and all your favourite online and high street stores.
- **Discounts on cinema tickets and days out across the UK**
- **Discounts on gym membership**

Eligibility

Membership is available to all staff at Lady Margaret School, including contractors, agency staff and temps for just £4.50 per a month. For more information and to join visit <https://www.cssc.co.uk/join>



7 FLU VACCINATION VOUCHERS



Benefits

In order to protect staff during the winter season, the school offers free BUPA flu vaccination vouchers to its staff. These may be used in a number of participating pharmacies.

Eligibility

All staff.

8 STAFF ASSOCIATION

The Lady Margaret School Staff Association is run by staff for the benefit of all staff members.

Benefits

Benefits include:

- Celebration for the School Birthday in September – usually a FREE lunch;
- Subsidised Christmas party;
- Spring term drinks;
- Gifts/flowers for births, marriages, sickness and immediate family bereavements;
- Leavers' gifts;
- End of Academic Year BBQ;
- Local area shop discounts

All the above for a small contribution of £30 for the year.

Eligibility

Membership is optional however we encourage all staff members to join, including contractors, agency staff and temps.



9 FREE STAFF LUNCHES

Benefits

A free lunch from the school canteen.

Eligibility

Available to staff members who volunteer to do lunch duties.

10 SCHOOL CHAPLAIN



The Chapel is at the heart of the school and is the venue for worship services, and together with the Chaplain's Room, is a place for lunchtime groups and one to one conversation with staff and students. When not in use, any student or member of staff is welcome to make use of the Chapel for quiet reflection or prayer. Reverend Helena works at LMS Wednesday – Friday each week and is part of the Pastoral Team. She is available to support staff and students in small groups or on a one to one basis.

Staff are invited to a Eucharist in the Chapel at the beginning of the school year and there is a weekly prayer meeting before school. Reverend Helena is always happy to speak with or pray for staff about any matter.

