

LADY MARGARET SCHOOL



Staff Benefits

2023 - 2024





Contents

1	INTRODUCTION	4
	Message from Ms Stevenson, Headteacher	4
2	PENSION SCHEMES	5
	Teachers' Pension Scheme (TPS)	5
	Benefits	5
	Eligibility	5
	The Local Government Pension Scheme (LGPS)	6
	Benefits	6
	Eligibility	6
3	EMPLOYEE ASSISTANCE PROGRAMME	7
	Benefits	7
	Eligibility	7
4	CYCLEScheme	8
	Benefits	8
5	CYCLEScheme BIKE RENTAL	9
	Benefits	9
	Eligibility	9
6	CSSC SPORTS AND LEISURE	10
	Benefits	10
	Eligibility	10
7	FLU VACCINATION VOUCHERS	11
	Benefits	11
	Eligibility	11
8	STAFF ASSOCIATION	11
	Benefits	11
	Eligibility	11
9	FREE STAFF LUNCHES	12
	Benefits	12
	Eligibility	12
10	SCHOOL CHAPLAIN	12



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.

A handwritten signature in black ink, which appears to read 'Elisabeth Stevenson'.

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 a national pension scheme for people working in local government or working for other employers that participate in the scheme. The LGPS is administered locally by 86 local pension funds in England and Wales.

Local Pensions Partnership Administration (LPPA) is the pension administrator for the London Borough of Hammersmith and Fulham Local Government Pension Scheme.

Benefits

The LGPS is one of the largest pension schemes in the UK. It is a defined benefit pension scheme which means your pension is based on your salary and how long you pay into the Scheme. Your pension is not affected by how well investments perform. The LGPS provides you with a secure and guaranteed income every year when you stop working.

As a Scheme member, you pay contributions to the LGPS. Your employer pays the balance of the cost of providing your pension benefits. Employees contribute roughly one third of the Scheme's costs and employers pay the rest.

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 but you cannot complete an opt out form until you have started your employment.

For more details on the LGPS, including how to transfer in and opt out, please visit the LPPA website <https://www.lppapensions.co.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 Login (at the top right-hand side of the home page) and then click the red Members Log In button 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 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%. When the hire agreement and salary sacrifice end, the employee can keep their Cyclescheme package by making a small additional payment.

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 the school's employer code - 40d63b - and hit 'Start application'.



5 CYCLEScheme BIKE RENTAL



Cyclescheme Bike Rental is the UK's first cycle to work scheme for bike rentals. Cyclescheme has partnered with various operators including TfL - Santander Bikes, Brompton Bike Hire and Buzzbike.



Benefits

The scheme enables employees to save 32-42% on the cost of a 12 month or 6 month membership. As with Cyclescheme, the saving is generated by paying for a membership via salary sacrifice.

To find out more about how to join this scheme and make savings visit <https://www.cyclescheme.co.uk/rent-a-bike>

Eligibility

All employees on the payroll.



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 £4.99 per month and in exchange you receive the following **instant free benefits**:

- Unlimited, year-round, family entry to **English Heritage** and **Cadw**.
- Free entry to **Kew Gardens**, **National Trust Scotland** and **discounted National Trust memberships** and **Historic Scotland**.
- Enjoy up to **10% cashback** at thousands of local, national and online retailers on everyday essentials like groceries, clothing, cosmetics, electronics, DIY, furniture, toys and gifts. Plus, save on household bills, utilities, broadband and mobile tariffs.
- Make huge **savings on local and national gym memberships**, sports centres, spas and studios. Discounts on equipment, clothing, tech, nutrition and classes.
- Enjoy **discounts on days out** including theme parks and cinemas.

Eligibility

Membership is available to all staff at Lady Margaret School, including contractors, agency staff and temps, for just £4.99 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 which 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;
- Organised Christmas party (partially subsidised for members);
- Spring term drinks;
- Acknowledgement of births, marriages, 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 full-time 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.

The beginning of the school year begins with an act of worship for all staff. There is a staff prayer group which meets weekly.

Reverend Helena is always happy to speak with or pray for staff about any matter.

