

## **Notice Periods - Teachers**



**ST HELENS**  
BOROUGH COUNCIL

The minimum period of notice to which you are entitled is:

### **either:**

Two months notice and in the Summer Term 3 months notice, terminating at the end of a school term. For the purpose of these arrangements the 3 terms in each year shall be constituted as follows, in accordance with the Conditions of Service for School Teachers in England and Wales (the Burgundy Book):

the Summer Term from 1<sup>st</sup> May to 31<sup>st</sup> August

the Autumn Term from 1<sup>st</sup> September to 31<sup>st</sup> December

the Spring Term from 1<sup>st</sup> January to 30<sup>th</sup> April

### **or:**

One week for each completed year of service up to 12 weeks if you have 8 years or more continuous service.

The minimum period you are required to give to terminate your employment is 2 months, and in the Summer Term 3 months' notice, terminating at the end of a school term. Whilst it may be possible for an earlier release date to be arranged by mutual agreement, a failure to work your prescribed notice period will result in the withholding of your salary.