

1 Introduction

1.1 The Academy is a Teachers' Pension Scheme and Local Government Pension Scheme employer and complies with these schemes' pension regulations. Membership of a pension scheme will be promoted to all members of staff.

2 Teaching Staff

2.1 On appointment to the Academy, teaching staff will be given a copy of 'Your Pension' which provides details of the Teachers Pension Scheme and the full range of benefits available within the Scheme.

3 Support Staff

3.1 On appointment to the Academy, support staff will be given the opportunity to join the local government pension scheme adopted by the Academy. If the offer is accepted, staff will be provided with details of the benefits available within the scheme.

4 Enquiries

4.1 It is essential that pension matters are handled with care. Pension matters can be complex. A pension can be expected to constitute a major element of a member of staff's financial planning. Therefore, the Executive Director shall designate a member of staff as the point of contact within the Academy for all staff on pension matters.

4.2 It is not anticipated that the designated person will have the skills or experience to be able to advise staff on pension matters. However, the designated person should be able to indicate where advice may be sought. The designated person will also maintain a supply of guidance booklets.

4.3 The designated person must make a brief note of all pension enquiries made by members of staff.

4.4 No other member of staff, other than the designated person, may act on behalf of the Academy in relation to pensions.

5 Monitoring, Evaluation and Review

5.1 The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

Author:	Version:	Date Approved:	Page 1 of 1
	1	04/06/08	