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advice and information for members in
maintained schools

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1 Introduction

This booklet covers the statutory rights afforded to all employees and the additional rights to which teachers in the state sector and all those covered by the Burgundy Book are entitled.

Teachers in independent schools, sixth form and further education colleges and support staff will need to check their contracts to see if their employers offer any more than the statutory benefits.

Arrangements for Northern Ireland mirror those in England and Wales.

Maternity and family-friendly rights can be complex and this booklet is intended as a guide only. If you need support at this important time please remember that individual advice can be obtained from ATL's London office when needed.

Contact Details

Telephone	020 7930 6441	(9am – 5pm Mon-Fri)
Out of Hours term-time only	020 7782 1612	(5pm – 8pm Mon-Fri)
E-mail	info@atl.org.uk	

Maternity leave

All expectant mothers are entitled to 26 weeks' maternity leave.

Mothers who have been employed by the same employer for 26 weeks by the fifteenth week before their expected week of childbirth are entitled to 26 weeks' ordinary maternity leave followed by 26 weeks' additional maternity leave. Continuous service with one or more LEAs counts in this provision.

If you have changed employers or work on a supply basis you may still be entitled to receive the full 52 weeks of maternity leave. Please contact ATL's London office for further advice.

Maternity pay

Statutory maternity pay

To qualify for statutory maternity pay (SMP), you must have 26 weeks of continuous service with your current employer by the fifteenth week before the expected week of childbirth.

The first six weeks are paid at 90 per cent of your average weekly earnings. The next 20 weeks are paid at £102.80 (as at April 2004) per week or 90 per cent of your average weekly earnings if this is lower. Your average weekly earnings are based on your earnings for the two months prior to the fifteenth week before your expected week of childbirth.

Statutory maternity pay is treated as earnings and you will pay tax, national insurance and pension contributions on it, as appropriate.

Additional maternity pay

Additional maternity pay is available to teachers/lecturers covered by the Burgundy Book who have been employed for one year and 11 weeks by the expected week of childbirth. Additional maternity pay is paid as shown in the following table.

Teachers/lecturers not employed under Burgundy Book conditions should check their contract for details of any additional maternity pay.

4 weeks	100 per cent of salary (statutory maternity pay is included in this amount)
2 weeks	90 per cent of salary (statutory maternity pay is included in this amount)
12 weeks	50 per cent of salary plus statutory maternity pay (£102.80 per week as at April 2004)
8 weeks	Statutory maternity pay (£102.80 per week as at April 2004)

Additional maternity pay is treated as earnings and so you will pay tax, national insurance and pension contributions on it, as appropriate.

Maternity allowance

If you do not qualify for statutory maternity pay, you may qualify for maternity allowance. Maternity allowance is payable if you have earned more than the lower earnings limit for 26 weeks within the 66 weeks prior to your expected week of childbirth. It is £102.80 per week (as at April 2004, or 90 per cent of your weekly earnings if they are less than £102.80) and should be claimed from your local office of the Department for Work and Pensions/Benefits Agency/Jobcentre Plus.

If employed, your employer should inform you when you notify them that you are pregnant if they are not able to pay you statutory maternity pay. They should then provide you with a Form SMP1 to allow you to claim maternity allowance from your local office of the Department for Work and Pensions/Benefits Agency/Jobcentre Plus.

Remember, maternity allowance is not taxable

If you are not eligible for maternity allowance then you may be able to claim income support. You should speak to your local office of the Department for Work and Pensions/Benefits Agency/Jobcentre Plus for details of how to claim.

Early days

When you find out that you are pregnant, you will need to consider when to inform your employer. There is no statutory requirement for you to inform your employer until 15 weeks before your expected week of childbirth. However, the earlier that your employer knows that you are pregnant, the earlier a health and safety risk assessment can be undertaken to protect you and your child (see section 9).

You may have to inform your employer earlier if you wish to attend ante-natal classes as these usually start before the fifteenth week before the expected week of childbirth.

Ante-natal classes

You have a right to attend ante-natal classes during your normal working day. This can include parenthood and relaxation classes. Where possible, these appointments should be made at a time which minimises disruption to the working day. Your school/college may require a letter from your GP stating that the appointments are part of your ante-natal treatment.

Notifying your employer

You should notify your employer in writing that you are pregnant by the fifteenth week before your expected week of childbirth. The letter must state the date that you wish to start your maternity leave (you will need to give 28 days' notice if you wish to vary this date). Your employer should be given a copy of the Form MAT B1 which is the certificate stating your expected week of childbirth issued to you by your midwife.

Your employer will then write back to you within 28 days confirming this information and stating the date that you are due to return to work. Your employer must assume that you are going to take your full entitlement to maternity leave.

If you start maternity leave on a different date to that in your notification you should receive a new confirmation of your expected return-to-work date.

Starting maternity leave

Maternity leave must start on a Sunday. The earliest you can start maternity leave is 11 weeks before your expected week of childbirth. The latest date you can start maternity leave is the Sunday of the expected week of childbirth. If your child is born early, maternity leave will begin immediately.

If you are ill with a pregnancy-related illness within four weeks of your expected week of childbirth then your maternity leave will start automatically.

If the illness is not related to your pregnancy, you are entitled to remain on sick leave until the maternity leave start date you originally arranged with your employer. You will need to provide medical certificates to your employer until you start maternity leave.

During maternity leave

During maternity leave, you remain an employee and have the same rights as other members of staff, except to pay.

Your employer may have a 'Keeping in Touch' policy which allows you to be kept informed formally of developments at work and enables the employer to know how you are getting on with your new baby. This may make it easier for you to return to work or to amend your return-to-work date if you need to.

Returning to work

The Association recommends that you do not confirm a return-to-work date until after the birth of your child and once you are sure of your childcare arrangements as there is no statutory arrangement to extend your maternity leave after you have formally given a return date. If you wish to amend your working pattern after maternity leave please see the section on Flexible Working (section 8).

There is no requirement for you to inform your employer if you return on the date notified to you by your employer. If you wish to return before this date you will need to write to your employer giving at least 28 days' notice.

If you are ill at the end of your maternity leave or after you have notified your employer of your return-to-work date the usual sick leave provisions apply, as long as you have a medical certificate from your GP.

Those teachers who received additional maternity pay, under the Burgundy Book conditions, will only be entitled to retain the portion of maternity pay paid at 50 per cent of salary once they have returned to work for a total of 13 weeks' full-time service. School holidays are included in this period. You must return to your original school/college. If you were a full-time teacher and return on a part-time basis, you will need to work the equivalent of 13 full weeks (i.e. 65 days).

If you return to work after ordinary maternity leave you must be returned to your old job. If you return to work after additional maternity leave you may either be returned to your original role or your employer may decide to employ you in a similar role after discussion with you. This must not be on a lower salary or with reduced responsibility. If you consider that your employer has not returned you to a suitable job please contact ATL's London office for further advice.

Salary increases

Maternity leave counts as employment for the purposes of annual increments on the main pay scale. Teachers eligible for progression on the leadership, AST or upper pay spine should be considered on their performance over the relevant period.

As your maternity pay is based on your average salary over the eight weeks prior to the fifteenth week before your expected week of childbirth, any changes to your salary after this period will not be reflected in your maternity pay.

School holidays

If your maternity leave falls over a school holiday then you are not entitled to that period of leave at a later date.

You may return to work during a school holiday period if you wish as long as you have given at least 28 days' notice to your employer. You may be required to provide a doctor's certificate to confirm that you were fit to return at that date.

Multiple employments

If you work for more than one employer and qualify for statutory and/or additional maternity pay with each employer, you are entitled to receive statutory and/or additional maternity pay from all your employers. You may start or end your maternity leave at different times with your employer if you wish.

Multiple births

If you have more than one baby at one time then only one period of maternity leave can be taken and you will receive only one payment of statutory maternity pay from your employer.

Teachers' Pension Scheme

While you are on paid maternity leave you will be credited with service in the Teachers' Pension Scheme. You will pay your contribution based on what you actually earn.

While you are on unpaid maternity leave, you are still a member of the Teachers' Pension Scheme but will not be credited with service.

If you wish to top up your pensionable service you should contact ATL's Pension Team on 020 7782 1600 for advice.

If you return to work on a part-time basis, you will need to elect to rejoin the Teachers' Pension Scheme using Form 261 (available from your employer or the Teachers' Pensions website at www.teacherspensions.org.uk). You may wish to request a copy of the ATL factsheet on this subject, entitled *Part-time and supply teaching, and part-time lecturing*. This is available from ATL Despatch (0845 4500 009).

Membership of ATL

ATL offers a special membership package for members who are about to go on maternity leave and/or plan to take a break from teaching in order to raise a family. Please contact the Membership Department on 020 7782 1602 for further details.

Not covered by the Burgundy Book?

Remember, teachers in independent schools, sixth form and further education colleges and support staff will need to check their contracts to see if their employers offer any more than the statutory benefits.

3 Adoption

Those adopting a child or children who have at least 26 weeks' service with their employer by the date they are notified of the placement of their child are entitled to:

26 weeks paid adoption leave (known as ordinary adoption leave)

26 weeks unpaid adoption leave (known as additional adoption leave)

The child must be placed with you through an approved adoption agency. Adoption leave or pay are not available for those parents adopting a child that is already known to them, i.e. a partner's child from a previous relationship.

Notification

You must notify your employer within seven days of being notified of the date of your child's placement. You will need to inform your employer of the expected date of placement and when you wish your adoption leave to start.

Your employer will then write back to you within 28 days confirming this information and stating the date that you are due to return to work if you take your full entitlement to adoption leave.

Starting adoption leave

Your leave may start from:

- the actual date of your child's placement
- the next working day or a fixed date up to 14 days before the expected date of placement, but not later than the date of placement.

Once you have notified your employer of the date you wish to start adoption leave you will need to give 28 days' notice to vary this date.

During adoption leave

During adoption leave you remain an employee and have the same rights as other members of staff, except to pay.

Your employer may have a 'Keeping in Touch' policy which allows you to be kept formally informed of developments at work and enables the employer to know how you are getting on with your child. This may make it easier for you when you return to work.

Returning to work

There is no requirement for you to inform your employer if you return on the agreed date. If you wish to amend this date you will need to inform your employer giving at least 28 days' notice.

If you are ill at the end of your adoption leave then you are entitled to sick leave providing you have a doctor's certificate.

Statutory adoption pay

To qualify for statutory adoption pay you must have been employed for 26 weeks by the date of notification of placement. Statutory adoption pay is £102.80 per week or 90 per cent of your average weekly earnings if less than the lower earnings limit (£79 as at April 2004). Your average weekly earnings are based on your earnings for the two months prior to the week in which you are notified of being matched with a child for adoption.

Statutory adoption pay is treated as earnings and you will pay tax, national insurance and pension contributions as appropriate.

Multiple employment

If you work for more than one employer and qualify for statutory adoption pay with each employer then you are entitled to receive statutory adoption pay from each employer.

Multiple adoptions

If you adopt more than one child at one time then only one period of adoption leave can be taken and one payment of statutory adoption pay.

Overseas adoptions

Identical benefits apply to adoptions from overseas.

Membership of ATL

ATL offers a special membership package for members who are about to go on adoption leave and/or plan to take a break from teaching in order to raise a family. Please contact our Membership Department on 020 7782 1602.

Not covered by the Burgundy Book?

FE Colleges	Support Staff	Independent Schools
The minimum is as described above but please check your contract. The Association of Colleges (AoC) recommends that FE colleges pay the adoption leave at the same rate as maternity pay.	The minimum is as described above but please check your contract.	The minimum is as described above but please check your contract.

4 Paternity leave

Paternity leave, with pay, is available to the partners of new mothers and adopters of babies and children.

Who is entitled?

Paternity benefits are available to people shown in the following table.

Birth	Adoption
Biological father	Spouse of the adopter
Husband of the mother	Partner* of the adopter
Partner* of the mother	

(*A 'partner' is termed a non-blood relative living with the mother/adopter in a family relationship, regardless of gender.)

Who is covered?

All employees are covered if they have worked for their employer for 26 weeks by the fifteenth week before the expected week of childbirth, or 26 weeks by the date of notification of placement.

Statutory paternity pay is £102.80 per week (as at April 2004) or 90 per cent of your average weekly earnings if less than the lower earnings limits (£79 as at April 2004).

Ante-natal classes

The Government is currently looking into the possibility of legislating for partners to have the right to attend ante-natal appointments. At the moment, any time off to attend ante-natal appointments will be at the employer's discretion.

Notification

Birth	Adoption
You should notify your employer of your wish to take paternity leave by the fifteenth week before the expected week of childbirth.	You should notify your employer of your wish to take paternity leave within seven days of the notification of placement.

You must provide a Paternity Certificate to your employer – this is a written statement that you are entitled to take paternity leave and includes the above information. Your employer may have a locally produced form for this.

Starting paternity leave

Paternity leave can start on the days shown in the following table.

Birth	Adoption
Actual day of the child's birth or the next working day.	Actual day of the child's birth or the next working day.
A day falling a specified number of days after the birth, whenever that occurs.	A day falling a specified number of days after the birth, whenever that occurs.
A pre-determined fixed date after the expected week of childbirth.	A pre-determined fixed date after the placement.

You may vary the start of your paternity leave by giving 28 days' notice. Leave must be taken within 56 days of birth/placement.

Taking paternity leave

Your entitlement to paternity leave is two weeks. You are entitled to take this as either:

- one-week block or
- one two-week block.

Local arrangements

You may wish to discuss with your employer the possibility of being paid paternity pay at the normal salary rate. Although this is not in the legislation, employers do have the discretion to increase the amount of paternity pay paid.

Employers may also be flexible about how paternity leave is taken and may, for example, allow one week to be taken at the time the child is born and the second week to be taken a few weeks later.

Parental leave

Parents entitled to paternity leave are also entitled to parental leave. See section 5 for full details.

Not covered by the Burgundy Book?

For support staff, and those working in FE colleges or independent schools, the minimum is as described above, but please check your contract.

5 Parental leave

Parental leave is a right for parents to take time off to spend with their family. The legislation gives basic rights and allows employers to draft their own policies within its framework. If your employer does not have a policy in place, the regulations contain a fallback policy.

Who is covered?

Parents/adopters entitled to parental leave will have children born/placed for adoption on or after 15 December 1999 and have one year's service by the time they wish to take the leave.

Parents of children born or placed for adoption between 15 December 1994 and 14 December 1999 are also entitled to parental leave until 31 March 2005 – please contact ATL's London office for more details.

What is parental leave?

Parental leave must be used to care for a child. This can include things like spending time with the child during his or her early years, staying with the child while he or she is in hospital, looking into new schools, settling a child into new childcare arrangements or enabling the family to spend time together, perhaps by visiting grandparents, for example.

How much time off can I take?

Each parent is entitled to take 13 weeks' parental leave for each child. The fallback policy allows for a maximum of four weeks to be taken in any one year.

When can the leave be taken?

Parents of children born on or after 15 December 1999 can take parental leave up to the fifth birthday of their child.

Adoptive parents of children placed on or after 15 December 1999 can take parental leave up to the fifth anniversary of the date of placement (or the child's eighteenth birthday, if this is earlier).

Notice provisions

There are no notice provisions in the legislation. 21 days' notice is required under the fallback scheme. Your employer can defer your parental leave by up to six months.

Am I entitled to be paid?

The right to take parental leave does not include an entitlement to pay. However, your employer has the discretion to award you parental leave with pay.

What happens at the end of my parental leave?

If the parental leave is for four weeks or less, then you are entitled to return to your job.

Disabled children

Parents of disabled children who meet the qualifying criteria above can take 18 weeks' parental leave for each disabled child. This leave can be taken up until the child's eighteenth birthday.



6 Time off for dependants

Who is covered?

All employees have a right to 'time off for dependants'. There is no qualifying period and so you are entitled to this from the first day of your employment.

What is time off for dependants?

You are allowed to take a reasonable amount of time off work to deal with unexpected or sudden emergencies and to make any necessary long-term arrangements. The emergency must involve a dependant.

Who counts as a dependant?

A dependant is your spouse, child or parent or someone who lives at your address (except as a tenant). It can also include someone who relies on you for assistance.

How much time off can I take?

You are entitled to take a reasonable amount of time off. In most cases, one or two days should be sufficient. The right is intended to cover genuine emergencies and so longer absences should be discussed with the employer.

Am I entitled to be paid?

The right to time off for dependants does not include an entitlement to pay. However, your employer has the discretion to award you time off with pay.

7 Child tax credit and working tax credit

Child Tax Credit is for families with at least one child. It is paid in two parts:

The family element is paid to every family responsible for a child. It is paid at a higher rate to families with at least one child under the age of one. This is known as the baby element.

The child element is paid for each child you are responsible for. This is paid at a higher rate if the child is disabled and at an enhanced rate if the child has a severe disability. This is known as the disabled child element.

Working Tax Credit is for people in paid work (either employed or self-employed). It is made up of the following elements:

- a basic adult element that is paid to you if you meet the above criteria
- an extra element that is paid to single parents and couples
- an extra element which is paid if you and your partner, if you have one, work a total of 30 hours or more a week
- an extra element that is paid if you (or your partner) are working and have a disability; those with disabilities that are severe will be eligible to a further element
- a childcare element that is paid to help households who are working and have to spend money on childcare

You need to keep the Inland Revenue informed of any changes to your circumstances such as childcare costs to ensure that you receive the correct amount of Tax Credit.

To check if you are eligible you can use the Inland Revenue website at www.inlandrevenue.gov.uk. This will give you an indication if you are entitled to receive any tax credit.

8 Flexible working

Employees have a right to request flexible working for the purpose of caring for a child. To qualify you must be an employee (supply agency teachers are not covered) and have at least 26 weeks of service when you apply. You must also:

- be the mother, father, adopter, guardian or foster parent of an eligible child
- be married to or a partner of such a person and live with the eligible child.

In either case, you must have or expect to have responsibility for the upbringing of the child.

A “partner” is a person (whether of the same or a different sex) who lives with the child or the mother, father, etc (but who is not a blood relative) in an “enduring family relationship”.

The application for flexible working must be made no later than 14 days before the child’s sixth birthday. In the case of disabled children the child must be no older than 18.

“Flexible working” covers changes to your hours of work and when and where you are required to work.

It is important to recognise that you do not have the right to flexible working. You cannot insist that your employer accepts flexible working practices. Rather the provisions allow for a set procedure to be followed by you and your employer when you make a request for flexible working – allowing for discussion and hopefully agreement on changes to your working arrangements.

You should make your application in writing:

- stating that it is an application to vary your hours
- specifying the changes you are applying for and the date on which they will become effective
- explaining what effect the applied for changes will have on your employer and how, in your opinion, any such effect might be dealt with and
- explaining how you qualify for the right to make the application.

Before you make an application, it is essential to recognise that, unless you negotiate with your employer that any variation is temporary, any change agreed will be a permanent change to your contract.

There is a detailed procedure that employers must follow when responding to your application.

Within 28 days of an application (which should be in writing – remember to keep a copy) the employer is required either to notify you of agreement to the variation or to hold a meeting with you.

Within 14 days of the meeting (if the employer does not agree to the variation) the employer must notify you either of their agreement or, if they refuse, the grounds for the refusal. If the application is refused, you must also be told of the appeal procedure.

If you appeal you must do so within 14 days of having been informed of the refusal. Your appeal must be heard within 14 days of your written notice of appeal. Your employer must tell you of the outcome of your appeal within 14 days of the hearing.

You have the right to be accompanied at the meeting and the appeal, but the right extends only to help from one of your workplace colleagues or an ATL representative, provided s/he works for the same employer. Should you wish to have ATL representation by an ATL Regional Official for example, you should ask your employer to allow this, but this is not an entitlement.

If you are unhappy about the decision, you have the right to an Employment Tribunal to challenge your employer on two grounds: if they fail to follow the proper procedure or if rejection of your application is based on incorrect facts. If you are successful, the tribunal may make an award of compensation in your favour but the award will be for a maximum of eight weeks' pay and a week's pay is likely to be capped at £270 (as at April 2004). Do contact ATL's London office for further advice.

If you make an application for flexible working and you are unsuccessful and the employer's refusal cannot be challenged at the tribunal, you will have to wait 12 months before making another application.

The Department for Trade and Industry have an information pack entitled 'Flexible Working' (URN 03/524) which is available from their publications department at www.dti.gov.uk.

Teachers' Pension Scheme

If you negotiate a part-time contract you will need to elect to rejoin the Teachers' Pension Scheme using Form 261 (available from your employer or the Teachers' Pensions website at www.teacherspensions.org.uk). You may wish to request a copy of the ATL factsheet on this subject, entitled *Part-time and supply teaching, and part-time lecturing*. This is available from ATL Despatch (0845 4500 009).

9 Health and safety issues for new and expectant mothers

The Management of Health and Safety at Work Regulations 1999 require the employer to carry out a formal risk assessment to take account of risks to new and expectant mothers of hazards in the workplace. Risks include those to the unborn child or to the child who is breastfed. The risk assessment needs to take place once the employer has been notified in writing that the employee is pregnant, has given birth in the previous six months, or is breastfeeding.

As every pregnancy is different, it is advisable that a separate risk assessment be made for each employee who is pregnant.

According to the Health and Safety Executive, the risks to health that should be avoided by pregnant women are:

- lifting heavy loads
- working in confined spaces
- working at unsuitable workstations
- working in stressful or violent environments
- exposure to chemical and other harmful agents, such as lead.

Employers are also required to provide suitable rest facilities for pregnant women or nursing mothers. Morning sickness, frequent visits to the toilet, tiredness and backache are a common experience. It is therefore important that these be private, close to a toilet and include a bed or couch so that the employee can lie down.

Issues to consider are:

- is extra help being offered with lifting?
- have you consulted the doctor with regard to possible exposure to certain viruses, such as rubella or chickenpox?
- how much time do you spend working at a computer?
- are you vulnerable to physical assault by pupils/students, parents or other members of the public?
- are the rest facilities suitable?
- is your workload causing you stress?
- do you work with chemicals or other hazardous substances?
- are you being exposed to cigarette smoke?

If it is not reasonably practicable to prevent exposure to hazards, the employer should introduce measures to control the risks and to keep their effects under review. Changes in working conditions or suitable alternative work may be considered. It may be necessary to suspend the employee on the grounds of pregnancy if this is not possible. However, in these situations she must continue to receive salary and other benefits such as pension contributions.

In addressing the above issues, employers will help to reduce the risks to the health and safety of new and expectant mothers and their child.



10 Other benefits and assistance

As a parent you may be entitled to receive one or more the following benefits.

Child benefit

This is payable tax-free to all mothers. There are different weekly rates for the only, elder or eldest child (£16.50 or £17.55 lone parent as at April 2004) and other children (£11.05 as at April 2004).

Sure Start Maternity Grant

You can get a Sure Start Maternity Grant if you or your partner are getting:

- Income Support
- Income-based Jobseeker's Allowance
- Pension Credit
- Child Tax Credit which includes an amount higher than the family element or
- Working Tax Credit where a disability or severe disability element is included in the award.

Further details on the above benefits are available from your local office of the Department for Work and Pensions/Benefits Agency/Jobcentre Plus.

Child Trust Fund

All children born after 31 August 2002 qualify to receive a voucher for £250 to open a child trust fund. The fund will not be accessible until the child reaches age 18 and can be contributed to by the child's family. Some families on a low income will be eligible to receive an extra £250. Full details of the scheme can be found at www.inlandrevenue.gov.uk/ctf/parents.htm.

Free Early Education for all 3+ year-olds

All three- and four-year-olds are now entitled to a free part-time early education place. This consists of at least five 2 1/2-hour sessions for 33 weeks. For more information contact ChildcareLink on 0800 096 0296 or www.childcarelink.gov.uk.

Childcare vouchers

Some employers offer childcare vouchers. This scheme enables parents to elect to have part of their salary paid in vouchers which they can then use towards their childcare costs. The vouchers are exempt from National Insurance contributions and so can save you up to 11 per cent. More details are available at www.childcarevouchers.co.uk.

ATL Trust Fund

The Association's own charity may be able to help if you are in financial hardship. Examples of how the Fund has helped in the past include payments to those not entitled to receive any maternity pay, assistance with the costs of special equipment required after the birth of a child or help towards the cost of travel to visit a child who has had to remain in hospital.

If you feel that the Fund may be able to help you please contact the Administrator on 020 7782 1597/1528/1529 or by e-mail to trustfund@atl.org.uk.



ATL

If you require any clarification of the information given in this booklet, or need any further assistance, please contact ATL's London office on 020 7930 6441 or email info@atl.org.uk.

You may also find some of the following organizations helpful:

Department for Trade and Industry

The Department for Trade and Industry (DTI) produces detailed guidance on statutory entitlements to maternity, paternity and family-friendly policies. These can be downloaded or ordered from www.dti.gov.uk.

Inland Revenue

The Inland Revenue administers the Child and Working Tax Credit and the Child Trust Fund. Information is available on their website at www.inlandrevenue.gov.uk or from your local Inland Revenue Enquiry Centre.

Department for Work and Pensions

The Department for Work and Pensions (DWP) handles all benefits and administers the maternity allowance. Your local office will be listed in the phone book as DWP, Benefits Agency or Jobcentre Plus.

Health and Safety Executive

The Health and Safety Executive (HSE) offers guidance for new and expectant mothers. This is available from the Info line on 08701 545 500 or www.hse.gov.uk.

The Maternity Alliance

Third Floor West, 2-6 Northburgh Street, London EC1V 0AY

Information Line: 020 7490 7638

Web: www.maternityalliance.org.uk

Offers information and support to pregnant women and parents-to-be. Campaigns for improvements on rights and services and produces a range of publications on all aspects of having a baby (with particular emphasis on work, pregnancy and new motherhood).

The National Childbirth Trust

Alexandra House, Oldham Terrace, London W3 6NH

Tel: 0870 444 8707

Web: www.nctpregnancyandbabycare.com

Provides information and support during pregnancy, childbirth and early parenthood. The NCT also runs classes and provides information on maternity issues, breastfeeding and post-natal support.

National Council for One-Parent Families

255 Kentish Town Road, London NW5 2LX

Tel: 020 7428 5400

E-mail: info@oneparentfamilies.org.uk

Web: www.oneparentfamilies.org.uk

Promotes the welfare of lone parents and their children.

SANDS – Stillbirth and Neonatal Death Society

28 Portland Place, London W1B 1LY

Tel: 020 7436 5881

E-mail: support@uk-sands.org

Web: www.uk-sands.org

Provides support for bereaved parents and families when their baby dies before, during or soon after birth.

Parentline

Helpline: 0808 800 2222

Web: www.parentlineplus.org.uk

Offers a confidential freephone helpline providing support to families.

The Grandparents Association

Helpline: 01279 444964

Web: www.grandparents-association.co.uk

Offers support and advice to grandparents.

British Association for Adoption and Fostering

Tel: 020 7593 2000

Web: www.baaf.org.uk

Offers support to families considering adoption or fostering.

Daycare Trust

Tel: 020 7840 3350

Web: www.daycaretrust.org.uk

Promotes high quality affordable childcare for all.

National Childminding Association

8 Masons Hill, Bromley BR2 9EY

Info Line: 0800 169 4486

E-mail: info@ncma.org.uk

Web: www.ncma.org.uk

Campaigns, coordinates and provides information on childminding.

ChildcareLink

Helpline: 08000 960 296

E-mail: childcarelink@opp-links.org.uk

Web: www.childcarelink.gov.uk

Offers a freephone helpline for people seeking childcare information.

The Association of Teachers and Lecturers exists to promote the cause of education in the UK and elsewhere, to protect and improve the status of teachers, lecturers and non-teaching professionals directly involved in the delivery of education, and to further the legitimate professional interests of all members.


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Written for teachers working in the maintained sector, this publication offers concise and readable guidance on rights to maternity, paternity, adoption and parental leave

It also offers advice on taking time off to care for dependants, on flexible working and on the various tax credits available to families.