

Templates

At the bottom of this page, logged-in users can download templates created by the Schools HR team for schools' use. Currently the following templates are available:

- Schools contract for teachers - permanent
- Schools contract for teachers - temporary
- Schools contract for support staff - permanent
- Schools contract for support staff - temporary
- Terms of engagement - support staff
- Terms of engagement - supply teacher
- Appendix 1 - Breakdown of term-time only contracts for support staff
- Appendix 2 - Trade Unions Contact Details
- Public Ethics declaration form (different forms for maintained schools and academies)
- Declaration of Interests form (different forms for maintained schools and academies)
- Template letter - LBWF notification to terminate employee's contract
- Shared parental leave forms (resulting from maternity)
- Teachers' Pensions - TR6 - New Starter form
- Teachers' Pensions - TR8 - Leaver form
- Appendix 23 - Guidance notes & information for newly appointed staff

Remit: [Schools](#)

Support Services: [HR & Legal Services](#)

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