

Variation to contract – Support Staff

NAME OF SCHOOL: Upton Cross Academy	Job title: Wraparound Care Assistant
EMPLOYEE NAME: Ruth	Surname: Carthew

Please only complete the sections that apply. When relevant changes have been made please go to section 5 overleaf.

1.	a. b. c. d.	EXTENSION OF FIXED TERM CONTRACT* TRANSFER FROM ONE TEMPORARY CONTRACT TO ANOTHER* CHANGE FROM FIXED TERM TO PERMANENT* CHANGE FROM SUPPLY TO FIXED TERM OR PERMANENT CONTRACT*
Present Contract ends on:		
New Contract starts on:		New Contract ends on: <i>(Fixed term only)</i>
Range of Points:		Actual Point:
Hours and Mins per week:		Weeks worked per year [incl.hol.ent.]:
2a. INCREASE / DECREASE IN HOURS PER WEEK*		<i>*(delete as applicable)</i>
Present Hours and Minutes 5 hpw		New Hours and Minutes 6.25 hpw
Start Date 01/09/2025		End Date (if temporary) 31/12/2025
2b. INCREASE/DECREASE WEEKS PER YEAR*		<i>*(delete as applicable)</i>
Present Weeks		New Weeks
School Request		Employee Request
3a. REGRADING		
Present Range:		New Range:
New Point		Start Date
3b. ADVANCE TO A HIGHER POINT WITHIN THE SAME RANGE		
Present Point		New Point
Start Date		End Date (if temporary)
I confirm my agreement to this contract variation. All other terms and conditions will remain unchanged.		
Employee Signature		Date 22/07/2025
School Authorised Signatory only		Date 21/07/2025

RETAIN ONE COPY FOR YOUR RECORDS AND GIVE ONE COPY TO THE EMPLOYEE.

REMEMBER TO ADD THE CHANGES TO THE PAYROLL PORTAL IN ORDER TO BE ACTIONED THROUGH PAYROLL.

For office use only:	EVERY record updated:	Payroll Changes form completed	
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EXPLANATORY NOTES FOR THE VARIATION TO CONTRACTS INFORMATION

This document when completed acts as an up to date addition the usual terms and conditions the employee is paid under.

When it has been completed, it should be signed by both the employee and Headteacher at the school to show an agreement to a change or variation of contract.

One copy should be kept by the employee, and one copy attached to the original copy contract kept in the employee's personnel file.

This will provide the employee with the necessary variation to their contract and there will be no further requirement for an additional contract letter.