



# **MATERNITY INSURANCE SCHEME FOR SCHOOLS**

**Reviewed April 2025  
Version 1**

# **MATERNITY INSURANCE SCHEME**

## **INTRODUCTION**

Since the delegation of budgetary management to schools they have been able to decide how to cover costs for covering sickness and maternity absences. A management committee of head teachers and the Schools HR team have established and maintained arrangements which allow schools to buy in to the long-term sickness and maternity insurance schemes.

## **THE INSURANCE SCHEME**

1. To meet the cost of maternity and adoption absence the long-term sickness insurance scheme has been extended to include maternity, paternity and adoption absence for all staff whose posts are funded from school's delegated budget. Centrally funded staff will not be included. Unlike the main sickness insurance scheme which includes only teaching, admin, site and NNEB staff, the maternity insurance scheme covers all employees, weekly and monthly paid, full and part time.

2. The scheme will help to cover the contractual maternity, paternity or adoption pay cost of the absentee. It will provide a cash sum which can be used in whichever way best suits the needs of the school. It does not have to be put directly towards the cost of employing cover.

3. The qualifying rules for the payment of maternity insurance are linked to the qualifying rules for contractual maternity and adoption pay e.g. if a member of staff meets the service requirement to qualify for contractual maternity, adoption or paternity pay, then maternity insurance will be payable at the appropriate rate. Staff with insufficient service to qualify for maternity or adoption pay are not covered by the scheme.

## **ANNUAL PREMIUM**

**Schools will pay a premium of £50 per employee p.a. to participate in the scheme.**

## **THE AMOUNTS PAYABLE**

4. Because of the difference in maternity and adoption pay entitlements for teaching and non teaching staff, and the varying salary and wage rates involved, the amounts payable for maternity insurance are more varied than for sickness insurance. If a member of staff qualifies for and takes advantage of full contractual maternity pay they are entitled to occupational maternity pay for 24 weeks. For teaching staff this represents 14.8 weeks full pay plus 12 weeks SMP and for non-teaching 14.4 weeks full pay plus 12 weeks SMP. If however a member of staff qualifies only for statutory maternity pay they receive six

weeks pay at 9/10 of their average annual earnings, followed by only a flat rate payment of SMP for 20 weeks.

5. The insurance scheme will only cover staff who are eligible for Occupational Maternity Pay and who undertake to return to work. It is based on the difference between statutory and contractual maternity pay. The second, less used, is where a member of staff either will not be returning to work following the birth, or they do not qualify for contractual maternity pay due to short service and they qualify only for Statutory Maternity Pay. In this situation the costs are recoverable from the relevant Govt Department and there is no payment from the maternity insurance scheme. The insurance sums payable for maternity absence qualifying for contractual maternity pay are given in the left hand column below.

6. The amounts that will be paid for full time staff that qualify for contractual maternity or adoption pay are set out below, these will be pro rata for part time staff:

	<b>Maternity Leave</b>	<b>Adoption Leave</b>
Teachers (including Heads and Deputies)	£3,938	£3,938
School Administrator	£3,298	£3,298
Admin Assistant	£2,617	£2,617
NNEB	£2,518	£2,518
Teaching Assistant	£2,376	£2,376
Caretakers	£2,150	£2,150
Cleaners (10 hours)	£546	£546
SMSA's (7.5 hours)	£422	£422

A rate can be provided for any staff not listed above and will be based on their annual salary.

New schools joining the scheme will not be able to include staff who are pregnant, on maternity, paternity or adoption leave at the time they join the scheme.

## **PATERNITY (PARENTING/NOMINATED CARER) LEAVE**

7. Up to 10 days paid parenting leave is available to staff to support a partner at the time of birth. To qualify for this leave staff need to have at least 7 months continuous service with Ealing or other LA's at the time of childbirth. The amounts that are paid to cover parenting leave are set out below:

	<b>Parenting Leave</b>
Teachers (including Heads & Deputies)	£1450
School Administrator	£730
Admin Assistant	£580
NNEB	£580
Teaching Assistant	£541
Caretakers	£490
Cleaner (10 hours)	£132
SMSA (7.5 hours)	£103

## **CLAIMS**

8. Claims should be submitted using the claim form attached at appendix A, to Schools HR. Additional copies of claim forms are available from Schools HR on request. The form should be submitted as soon as the member of staff returns to school from maternity/adoption/parenting leave. If the member of staff chooses not to return to work and has taken occupational pay, then the school will need to pursue recovery of these payments as the scheme will not cover this eventuality. Claims should be made in the financial year they relate to.

If the member of staff does not return to your school after maternity leave and takes up employment in another school (Ealing or otherwise) then the position will be different for teaching and non-teaching staff as follows:

Teaching staff – the school will not be eligible to claim under the scheme and will need to contact the teacher to reimburse that element of the contractual maternity pay that is recoverable under the terms of the maternity scheme.

Support Staff – the school will not be able to claim under the scheme. If the member of staff was employed at a community school (in Ealing) and returns to another community school in Ealing (thus effectively returning to the same employer), then by virtue of the national 'Green book' conditions they are entitled to retain the contractual element of their maternity pay. If the two employers are different after a return, then the position is the same as described for teachers above. In either event the school will not be able to claim under the scheme.

## **ACCOUNTING ARRANGEMENTS**

9. For accounting purposes the Maternity Insurance Scheme will be linked to the Long Term Sickness Insurance Scheme, and any losses/surpluses will be treated as a credit, or debit, to the main scheme funds. We will however maintain separate records of accounts for each, so that at the end of each financial year we will be able to keep you informed of the progress of each scheme. This will also enable decisions to be made in the future about any changes in funding or refunds that may be needed.

10. As with the LTS Insurance Scheme a 2% administration charge will be payable. Because the invoicing arrangement for the payment of the administration charge for the LTS Scheme has been unpopular with some schools, the system will be simplified with maternity insurance and schools will not be invoiced directly for this service. This element will be paid by a central journal transfer from the overall scheme reserve. Head teachers who are members of the Management Committee will receive a credit of £500 per annum, payable to their school to compensate for the time spent as a member of the Management Committee.

11. The scheme will be administered by Schools HR but any policy decisions will be taken by the Management Committee. The Committee will manage both schemes. At the end of each financial year the Management Committee will decide how any surpluses or losses generated by the scheme will be dealt with.

12. In order to ensure the schemes continued viability, automatic insurance cover is capped at 2.75 times the contribution of each school. A school that contributes, say, £2,000 will therefore have a limit of £5,500 placed on its automatic entitlement to maternity insurance cover. Any claims in excess of a schools automatic entitlement will not be paid under this capping arrangement and will be considered by the management committee at the end of the financial year.

## **SCHEME SURPLUSES**

13. In the event that the scheme generates a surplus the management committee will decide whether the surplus will be refunded to schools on a formula basis, or transferred to the overall schemes reserve.

14. In the event of a refund schools will qualify for a percentage share of any surplus, providing the amount claimed during the financial year has not exceeded their original contribution. For those schools that qualify for a refund, their share will be calculated by deducting the total value of claims made in the financial year from the value of their contribution, calculated as a percentage of the total surplus. An example is given below of a profit share from a £600 surplus:

	School A	School B	School C
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Original Contribution	1000	800	600
Total Value of Claims	Nil	600	1200
Refund	500	100	Nil

In the example above, School C has exceeded its original contribution. It therefore does not qualify for a share of the surplus. School B has remained in credit by £200 which equals 25% of their original contribution. School A has made no claims at all. The £600 surplus share is therefore divided between Schools A and B in the ratios of the net contributions (i.e. premiums less claims). School A will receive a share of £500 and School B receives a share of £100.

## SCHEME DEFICITS

15. In the event that an overspend in the scheme is too great to be covered from the reserve, it will be necessary to surcharge schools. This would be calculated on the same formula basis as for the LTS Insurance Scheme, but any surcharge that may be necessary will be calculated separately for each scheme. All schools would be asked to pay 25% of the overall deficit in proportion to their original share contribution. The remaining 75% deficit would then be paid off by each school that had claimed more than their original contribution in the ratio of their share of the deficit. An example of a deficit share, based on a £400 net deficit (i.e. after taking account of any contribution from the main scheme reserve), is given below:

	SCHOOL A	SCHOOL B	SCHOOL C
Original Contribution	£1,000	£800	£2,000
Total Value of Claims	£700	£1,000	£2,500
	SCHOOL A	SCHOOL B	SCHOOL C
Share of Surcharge of 25% of deficit	£26.32	£21.05	£52.63
Share of Surcharge of 75% of deficit	Nil	£81.75	£214.29

Total Surcharge	£26.32	£106.76	£266.92

School A has not exceeded its original contribution to the scheme, so it is only surcharged a proportional share of 25% of the deficit. Schools B and C both overspent their original contribution, so they are surcharged a proportional share of the remaining 75% of the deficit.

16. It is a condition of the Council's teaching and non-teaching maternity leave schemes that, in order to qualify for contractual maternity pay, a member of staff must undertake to return to work at the end of their maternity leave. Failure to permanently return or fulfil contractual notice renders the maternity absentee liable to repay the non-statutory element of their maternity pay. In the past any repayment made would be credited to the school. In future, because the maternity absence costs will be met from the Maternity Insurance Scheme, any refunds will be credited to the schemes reserve, not to the school.

17. Buy in to the scheme will be on an annual basis and will run for the financial year. Schools will be asked to renew each year.

## **MANAGEMENT OF THE SCHEME**

18. The scheme will be managed by a Management Committee, made up of headteachers, who will make any policy decisions regarding the running of the scheme and the accounting arrangements. The Committee will manage both the Long-Term Sickness and Maternity Insurance Schemes. Schools HR will be responsible for the administration of the scheme and will provide the Management Committee with an annual statement of account.

19. The scheme belongs to schools. If schools would like to see any changes made to it you should contact a member of the Management Committee. Schools HR can provide you with the names of the current Committee members if you wish to contact them.

20. The current members of the Management Committee as at 1 April 2025 are: Jas Kalra – Tudor Primary School, Des Lee – Featherstone Primary & Nursery School, Peter Dunmall – Fielding Primary School and Kerry Shilling – Selborne Primary School.

Nominations for new members of the Management Committee will be sought every two years. Serving members can continue on the Management Committee if no new nominees come forward.

**MATERNITY INSURANCE CLAIM FORM**

SCHOOL.....

MEMBER OF STAFF CLAIMED  
FOR.....

POST: (Teacher/School Administrator/Admin Assistant/NNEB/Welfare  
Assistant/Caretaker/Cleaner/SMSA/Other .....

Full Time/Part Time (If part time state no. of hours worked)  
.....

Date of Commencement of Service at the  
School.....

Date of Commencement of Maternity, Parenting/Carer  
Leave.....

Has the Member of Staff Undertaken to Return to Work Following Maternity  
Leave Yes/No

Date of Return .....

Signed.....Headteacher

Date.....

Please return to: Schools HR,  
5<sup>th</sup> Floor SW,  
Perceval House,