



Retirement Policy			V1.1
	Date	Name	Notes
Drafted	May 2014	S. France	Adapted from DCC model
Adopted	June 17 2014	PPC	
Reviewed			
Reviewed			
Reviewed			
This policy will be reviewed every 3 years			

1 Introduction

- 1.1 Lytchett Matravers School values the loyalty and commitment of all staff and is committed to equality for all staff regardless of age.
- 1.2 The Lytchett Matravers School does not have a fixed contractual retirement age and supports a flexible approach to voluntary retirement.

2 Scope

- 2.1 This policy applies to all Lytchett Matravers School employees.
- 2.2 **The Local Authority will not accept liability for any actions, claims, costs or expenses arising out of a school’s decision not to follow this recommended policy or procedure, where it is found that the school’s Governing Body has been negligent or has acted in an unfair or discriminatory manner.**

3 Retirement Planning

- 3.1 The school will support all employees retiring from service including planning and preparation for retirement.
- 3.2 No assumption will be made about a date an employee is likely to retire.
- 3.3 Employees will decide when they wish to retire by providing the appropriate notice, as stated in their employment contract, on the grounds of voluntary retirement.
- 3.4 School managers may ask staff about their future aims for succession planning purposes, for example as part of the PDR/Appraisal process, although staff do not have to share their plans.

4 Pension Provisions

- 4.1 The school automatically enrolls all eligible employees into a workplace pension scheme. Employees who are not automatically enrolled may also be eligible to opt to join a workplace pension.
- 4.2 The scheme that an individual employee is eligible to join is determined by the terms and conditions of their employment contract.
- 4.3 An employee who is a member of either the Local Government Pension Scheme (LGPS) or the Teachers’ Pension Scheme (TPS) can retire from employment on a voluntary basis with an unreduced pension when they reach the scheme’s normal retirement age (NRA). Normal retirement age differs between the schemes and also for individual members depending on factors such as the individual’s State Pension Age (SPA) or when they joined the scheme.
- 4.4 Further information about joining a workplace pension scheme is provided to all employees on joining the school and further information is available by accessing the relevant pension scheme website.

5 Early Retirement

5.1 Scheme members can decide to retire early from either pension scheme from the age of 55, without the school’s consent, and access their pension benefits before their scheme’s normal retirement age. However this is likely to mean a reduction in their benefits.

5.2 Members of either pension scheme who are considering retiring are encouraged to check what pension provisions apply in their individual circumstances

6. Late Retirement

6.1 If a pension scheme member continues working after normal retirement age, he/she can decide to continue to pay pension contributions up to age 75 (two days prior to their 75th birthday if a member of the LGPS) or can take his/her pension.

7. Flexible/Phased Retirement Provisions

7.1 Both the LGPS and TPS regulations provide for flexible / phased retirement options to be considered where appropriate. Flexible / phased retirement means that employees who are members of the LGPS or TPS may be able to access pension benefits from age 55 and continue working on reduced hours or reduced grade, where this is agreed by the school. Normally such pensions would be payable with an actuarial reduction. The school will be required to meet any associated costs, where there are any.

7.2 All requests for flexible/phased retirement will be considered by Governors in accordance with the individual scheme rules. Estimates of pension benefits will be made available to employees as part of this process. Requests for flexible/phased retirement should be discussed initially with the Head Teacher and will be dealt with in accordance with the appropriate request process.

8. Further Information

Members of the LGPS should refer to the LGPS website for more information on retirement including 'Flexible Retirement' – www.lgps.org.uk

Members of the Teachers' Pension scheme should refer to the Teachers' Pension scheme website for more information on retirement including 'Phased Retirement' – www.teacherspensions.co.uk