

Forbes Solicitors understands the need for cost effective, quality Employment & HR advice and support, which is where Primary Schools HR Solution comes in.

For a one off fee Primary Schools HR Solution gives you the assurance and flexibility that unlimited HR and Employment support is always only a phone call or email away. Having Primary Schools HR Solution in place enables you to deal with issues from the outset in a professional manner to achieve the best outcome.

For £950 plus VAT (per annum) Primary Schools HR Solution gives you peace of mind for Employment and HR advice. It covers:

- Unlimited telephone and email support and advice for day to day HR and Employment law issues. Common areas of advice include:
 - Sickness absence
 - Appraisals and performance related pay
 - Trade union relations
 - Disciplinary and grievance issues (excluding complex issues – see opposite)
 - Advice on terms and conditions of employment
 - Advice in relation to flexible working and family friendly policies
- Regular updates on changes to the law, including tailored advice on how this will impact on Schools
- Priority booking at our regular Education and Employment law seminars and events

Upgrade options

Whilst our experience dictates that the majority of day to day issues will be dealt with within our standard package, should you require assistance with more complex matters, we would meet with you to determine your precise needs, and provide a clear, competitive quote. For more complex matters and other legal services, Schools will automatically receive a 25% discount on our normal charges; or, as an alternative Schools can pay a one-off fee per academic year for this to be included as standard.

Such matters may include:

- Academy conversion;
- Complex disciplinary, absence, capability or grievance matters – from investigation to advice and support at any subsequent hearings; (What is considered to be complex is determined at our discretion, but will typically include matters involving Safeguarding issues, police investigations and multi-agency liaison).
- Crisis management support;
- Support with restructures and programmes of redundancies, TUPE transfers, job evaluation processes – including advice throughout the process from concept to implementation;
- Representation in Employment Tribunal proceedings including claims for discrimination, unfair dismissal and equal pay;
- Support and advice at admission and exclusion appeals;
- Drafting and negotiation of commercial contracts with suppliers;
- Representing School in commercial disputes with contractors and suppliers;
- Internal Training.

For further information on how Primary Schools HR Solution can benefit your school and for further information please don't hesitate to contact the Education team on 01772 220224 or email PrimarySolution@forbessolicitors.co.uk.