

Intended closure of Maidwell Hall

Why are you proposing the closure?

This decision is driven by financial challenges that have proven insurmountable and made only after extensive consideration of other possibilities. Maidwell Hall has for many years been operating at a financial loss and although there has been some growth in pupil numbers, the school has been adversely affected by external factors that have made it impossible for the school to continue.

Who would be affected by this change?

All employees employed at Maidwell Hall, parents, pupils, and any contractors providing services at the school.

Have the Trustees considered the disruption on Maidwell Hall pupils and staff when making this decision?

All aspects of the impact of the intended decision to close Maidwell Hall have been considered. The intention to close the school at the end of this academic year has been an incredibly difficult one to make and taken with profound regret.

The impact on the pupils, their families and the staff has been considered throughout, and the announcement has been made at the beginning of 2025, with two terms of the academic year to go, to give families and staff time to plan for the changes the announcement brings, and which result from the consultation.

Maidwell Hall will continue to be led by Anthony Rendall, until its proposed closure in July 2025, with support from Uppingham School, to ensure that there is continuity of the educational provision at the school until the end of the academic year.

What are the next steps in the process?

Following the announcement of 7th January 2025, employees will be notified whether their post is at risk of being made redundant. We will then ask staff to appoint employee representatives for the purposes of collective consultation.

Following collective consultation, various processes will take place to allow the Uppingham Group Schools to make provisional selections for redundancy, and we will then consult with those employees individually before making any final decisions on redundancy.

The various aspects of the process are legal requirements and are outlined in more detail below.

This will be a challenging time for me personally, will I receive any support in the form of counselling or advice?

Yes, support is available to all colleagues via our Employee Assistance Programme operated by Westfield Health. A 24- hr advice and information line is available on 0800 092 0987. Online resources are also available including Cognitive Behaviour Therapy (CBT), mood trackers and health checks. This can be accessed via <https://www.westfieldhealth.com/my-westfield>. You will need your Westfield Plan Number which can be found on your individual letter. If you cannot access this, please contact HR@uppingham.co.uk.

If you feel you need additional support from a counsellor please contact Toni Phillips, Acting Head of HR, tlp@uppingham.co.uk

Collective Consultation

What does consultation mean?

We are proposing to make redundancies but before any decisions are made in that regard, we will enter consultation with employee representatives and, where appropriate, on an individual basis.

Consultation means that any proposals related to the closure should be discussed with you (either through representatives and with you individually) with a view to considering ways in which redundancies might be avoided or reduced. Following the collective consultation meetings we will provide further frequently asked questions (FAQ) bulletins to include any additional points raised during the consultation meetings.

Why is collective consultation necessary?

Employment legislation requires any employer to consult collectively where there is the potential that 20 or more staff may be made redundant within a 90-day period.

Is there a minimum period of consultation?

Due to the number of staff potentially affected by the proposal the School will be conducting consultation in good time and in line with current employment legislation.

If the initial consultation process is collective, how will I be kept informed of what is going on during the consultation process?

The first step will be for affected employees to nominate employee representatives, and to vote for a representative if there are more nominations than places available. The nominated/elected employee representative responsible for your affected group will communicate with you following each collective consultation meeting.

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The outcome of the collective consultation process will be communicated to all employees in writing.

Following the collective consultation stage, if your role remains at risk of redundancy, you will be consulted with on an individual basis.

In the first instance, should you have any general queries about the proposed changes, these should be directed to your employee representative.

We appreciate you may need to talk to someone during this process there is an Employee Assistance Programme in place, please contact Westfield Health directly on 0800 092 0987. Online resources are also available including CBT, mood trackers and health checks. This can be accessed via <https://www.westfieldhealth.com/my-westfield>. You will need your Westfield Plan Number which can be found on your individual letter. If you cannot access this, please contact HR@uppingham.co.uk.

Employee Representatives

I would like to be an employee representative, what is involved, how do I nominate myself?

In this documentation pack there is a letter providing information about this along with a link to the nomination form.

I would like to nominate myself to be an employee representative, but I am unsure as to how to access online forms, what should I do?

If you need any help accessing any of the forms involved in this process, please contact Georgina Messenger, Bursar's PA on 01572 820626 who can help you access the forms on your device which will enable you to complete and submit your response.

What happens if no, or not enough, employee representatives are nominated?

Employees have the right to collective representation, and it is in their best interests for collective consultation to take place. If, however, employees chose not to elect employee representatives, the School would not be obliged to consult collectively, and we may therefore only provide employees with information in writing.

If we receive fewer nominations than we ask for, consideration will be given as to whether we can consult effectively with those who have been nominated. Further information on how we will deal with these eventualities will be given if they occur.

How will we know who our employee representatives are?

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Once nominations have been received, representatives will be elected. Should there be more nominations than representative places then there will be an election. You will be notified shortly after representatives are elected, by email.

What sort of things will be discussed at the collective consultation meetings?

The employee representatives will stand for the duration of the collective consultation process and provide a legitimate means for employees to raise their concerns. The main purpose of collective consultation is:

- for employees to provide feedback on our proposals and the processes that we propose to follow; and
- for the School to consider other ideas and suggestions, in particular about how we might be able to avoid making redundancies or mitigate the consequences of the changes.

The role of the employee representatives will be to attend meetings with management, make comments and suggestions, relay information received at these meetings to colleagues and then inform management of employee feedback.

When will you finish consulting with the Employee Consultation Group (ECG)?

This is difficult to say because it depends upon what is put forward by the representatives at the consultation meetings.

However, we anticipate that we will commence consultation and hold our first meeting with the ECG on 15th January 2025 and have scheduled a further meeting on 22nd January 2025.

Individual Consultation

What happens in individual consultation?

Individual consultation follows after collective consultation is completed. In individual consultation we will discuss your specific circumstances with you. This will include discussing the changes that are needed, what is proposed and why, as well as any concerns you may have or support you may need. During the individual consultation you will also be provided with details of any redundancy payment you are entitled to.

What if I am unable to make the date of my scheduled consultation?

We ask that you make every effort to attend the date scheduled as there are many people with consultations needing to be scheduled. Where there is a valid reason for rescheduling, please contact the individuals outlined on your individual consultation invitation who will be able to discuss the opportunities for rescheduling with you.

I have previously resigned from my position and am currently working my notice, what happens now?

You will leave at the date agreed on receipt of your resignation.

If I have already resigned, do I need to attend a consultation meeting?

Every member of staff will be invited to a consultation meeting to ensure that there is an equal opportunity for everyone to discuss their personal circumstances. However, if you do not wish to attend your individual consultation, please contact those named on the invitation for consultation who will be able to discuss this with you.

Personal Circumstances

My accommodation is provided by the School. What happens?

This will be discussed at individual consultation.

If the School were to close, when are we expected to work until?

Your employment with the School will end 31st August 2025, you will be required to work your contractual weeks up until this date.

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What happens if I find a job prior to my end date?

We would expect that you still work your contractual notice period, as we are conscious we still need to provide education and support to our pupils until the end of the school year.

Can I take time off work for interviews?

Yes, you will be entitled to take reasonable time out of School to attend interviews. However, you must liaise directly with your line manager and ensure suitable cover is in place where necessary.

Can I apply for opportunities to work at Uppingham?

If there is a suitable vacancy at Uppingham during this period, you are entitled to apply for the vacancy and go through due process. There is, however, no automatic mapping into roles.

Communicating with parents

What do I say to parents if they ask me about the proposed closure?

All parents will receive communications outlining the intended closure and the impact on them. Please refer to the parents' communication information when considering responses to any parent's queries. If parents ask you questions which are not included within the parent information, please pass the question onto the Headmaster's PA, who will be collating the questions so responses can be circulated.

Please continue to liaise with parents regarding their children's education as normal for the remainder of their time at the school.

Communicating with the Press

What do I do if I am approached by a member of the media?

Please don't attempt to answer any questions directly. You can direct any media queries to communications@maidwell.co.uk