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| **ST ANDREW’S COLLEGE POLICY DOCUMENT** |
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**Scenario 1 - House Manager is fit to work but is feeling a bit ‘under the weather’.**

It is recommended that House Managers keep a stock of non-perishable goods that allow easy cooking when necessary. Other options include take-aways or ready meals, but given that these may be more expensive, the budget means that less expensive meals will be required on other days.

It is recommended that House Managers think ahead so that on-line shopping is done and deliveries brought in in good time.

House Managers should advise Hanna Claydon (mobile: 07917 420 139) promptly if they are feeling unwell so that cover can be arranged.

**Scenario 2 - House Manager is ill but can remain in charge of students overnight.**

Issues to be addressed are cooking, laundry and cleaning. Usually House Managers will help each other.

One option is that another House Manager cooks a second sitting in their own hall. Alternatively, food (takeaway) can be delivered. This is paid for by the ill House Manager out of his/her budget.

**Extra payments to the assisting House Manager**

£4 extra per meal

£5 extra per load of laundry

£10 per hour for cleaning

£10 per hour of shopping

If the assisting House Manager can’t clean, then Spotless or Manole/ Aurelia could be asked to it.

 All extra payments are borne by the company and not by the ill House Manager.

**Scenario 3 - House Manager is ill but can’t remain in charge of students overnight.**

Students are moved into host families and the hall is temporarily closed.

**Scenario 4** – **House Manager must leave the hall**

A cover House Manager is found and moves into the House Manager’s accommodation. He/she will be paid £50 a day for supervision and cooking and cleaners will be paid to carry out cleaning.

**Please note that you may also ask other existing House Managers for help when sick and if they can do so, they will.**

Notes on payments to external cover House Managers:

Payments to external cover House Managers will be made when the rest of the payroll is run.
External cover House Managers will need to be aware that they may have tax deductions, depending on their circumstances. If they don't have another job, then there shouldn't be any tax payable, but if they do, anything we pay them will probably get taxed at 20%. National Insurance probably won't be relevant unless it's long term sickness and more money is involved.

Extra payments to House Managers will go through the payroll as usual.