

Rotas Policy

The room leader/Manager is responsible for drawing up all rotas for use within the setting. This will include information about how/where staff are employed, the duties they have to undertake, the children with whom they will work.

Any difficulties regarding rotas should be discussed with line manager in the first instance and then if necessary with the principal.

In the case of the After School Club the rota will also identify the working /holiday pattern for the employee and while every effort will be made to accommodate holiday requests these cannot be guaranteed and no holiday arrangements should be made until leave has been agreed.