

Title	Additional Payments Policy
Cross References	Internal: - Teacher Contract - Apricot Online Ltd Statement of Main Terms
Date	October 2026

Teaching responsibilities included in the Teacher Contract:

- Planning, preparation, and delivery of lessons at agreed times
- Creation/modification of schemes of work
- Creation and modification of at least three individual lessons per week.
- Setting, aligning learning goals, and marking homework assignments, providing feedback where appropriate.

Delivering formal past paper assessments in preparation for examinations and assessing APS (Progress 8), GCSE and A Level grades for Key Stage 3–5 students.

Additional Payments

- All payments for additional work must be agreed with your Head of Department and signed off by HQ before additional work is undertaken.
- All payments must be signed off by the Head of Department before being sent to Accounts for payment
- Any request received and approved by HQ before the payroll deadline (last day of the month) will be processed for that payroll month
- Approved travel and accommodation expenses will be reimbursed in line with company procedures.
- Any request received after the deadline will be processed in the following payroll month

Additional payments may include, but are not limited to:

- Attendance at conferences or training outside contracted hours
- Additional curriculum development
- One-off projects agreed by the Head of Department
- Approved travel and accommodation expenses
- Other duties agreed in advance by HQ

Authorised by: Jodie Phillips, Operations Director

Date: October 2026

Review Date: October 2027