

- a) the problem(s) exhibited
- b) the effect on other pupils or staff
- c) the help required
and
- d) asking the principal to detail the assistance which will be given or sought.

Teachers may *not* refuse to teach any pupil as this would be considered breach of contract.

7 Interviews following complaints.

- a) **Contact UTU for advice *before* any interview takes place.**
- b) If a teacher is asked to attend an interview with a parent or Principal/Teacher following an incident or accident that teacher should be accompanied by either the UTU representative or other colleague in order to give support and take notes of the proceedings.
- c) If a written report is requested regarding any incident our member should in the first instance seek advice from UTU headquarters. It is important that such reports are checked either by a Union official or by the UTU solicitor.
- d) If the Police request an interview.
 - i. State that you wish the interview to be delayed in order to take advice from your Union.
 - ii. Request the officer's name and rank, the station to which he/she is attached and a contact phone number.
 - iii. Ascertain the nature of the problem if you are not already aware of it.
 - iv. Contact Union Headquarters immediately on 028 9066 2216 and ask to speak to a Field Officer

Under *no* circumstances attend a police interview without first seeking advice from Ulster Teachers' Union.

NORTHERN IRELAND TEACHERS' PENSION SCHEME

The NITPS is a statutory scheme subject to the Teachers' Superannuation Regulations (NI) 1988 (as amended).

- The scheme is contributory: teachers contribute 6.4%, employers 13.6%.
- The minimum service requirement for the award of pension is two years.
- It is possible to purchase Additional Pension.

It is a 'final salary' scheme providing a lump sum on retirement and regular income after retirement. Pension is index-linked.

For scheme members who began making contributions

(a) prior to 1/4/2007 benefits are calculated:

$$\text{Pension} = \frac{\text{service} \times \text{average salary}}{80} \quad \text{Lump Sum} = \text{pension} \times 3$$

It is possible to 'commute' part of the pension to receive a lump-sum up to 25% of the the maximum allowable under scheme rules.

(b) after 1/4/2007 benefits are calculated:

$$\text{Pension} = \frac{\text{service} \times \text{average salary}}{60}$$

Benefits will also be payable if retired on Grounds of Ill Health or to dependants on a member's death in service. Benefits are paid on one of two levels. Either:

- (a) Total Incapacity Benefits (TIB) with service being enhanced by half of service which could have been completed before NPA or
- (b) Partial Incapacity Benefits (PIB) with no enhancements.

Normal Pension Age (NPA) for those in the scheme prior to 1 April, 2007 is 60, and 65 for entrants after that date.

Changes to Teachers' Superannuation Resolutions make it possible to retire from age 55 but pension/lump sum would be actuarially reduced. A 'Phased Retirement' is also possible from age 55 when a member reduces employment by 25% or more for at least 12 months prior to NPA. Part of pension will be drawn and subsequently re-valued at NPA.

Full details are available from Teachers' Pensions' Branch, Londonderry.
Telephone No: (028) 7131 9000.



INFORMATION AND ADVICE

C L A S S R O O M T E A C H E R S



CONTACTING UNION OFFICIALS

It is the right of any member to contact UTU officials.

A member may contact us either:

- a) in person
- or
- b) through the UTU School Representative

Contact may be made by:

- a) Letter – **94 MALONE ROAD, BELFAST, BT9 5HP**
- b) Phone – **028 9066 2216**
- or
- c) E-mail – **office@utu.edu**

It is also possible to arrange a consultation with an official at school, home or Headquarters.

Please feel free to contact UTU if you have any questions or concerns. Group concerns would normally be communicated to Union officials through the UTU School Representative but individual queries can be dealt with more quickly if the member concerned contacts officials directly because it is then possible to ascertain the full facts and give an immediate response.

If no official is free when you call you will be contacted as soon as possible.

When you make contact by letter or E-mail always include a phone number at which you may be contacted and indicate a time at which it would be suitable to receive a response by phone.

All communications with Union Officials are dealt with in total confidence.

Ulster Teachers' Union recommends that you contact us when you require information on any issue such as those listed below.

If in doubt please speak to a Field Officer before taking action.

1. Job Applications, Interviews, Resignations, Retirements and Pensions.
2. Contracts, Time Budgets, Salary.
3. Flexible Working, Job Share, Phased Retirement (Winding Down).
4. Classroom discipline.
5. PRSD and EPD (Beginning Teachers)
6. Absence: Ill Health, Parental and Dependants' Leave or requesting paid / unpaid leave.
7. Maternity Leave.
8. Career Breaks.
9. Educational Visits and School Trips.
10. Procedures such as Unsatisfactory Teacher, Bullying and Harassment, Grievance and Disciplinary.
11. Equality, Human Rights.

The Ulster Teachers' Union Solicitor is always contacted when advice of a legal nature is required.

The decreasing education budget and the cutbacks which we face will bring many changes. If you require information on these changes and how they may impact on you or your school please contact: Avril Hall-Callaghan, General Secretary

**ULSTER TEACHERS' UNION, 94 Malone Road, Belfast, BT9 5HP
Tel: 028 9066 2216 Fax: 028 9068 3296**

Visit www.utu.edu for up-to-date information.

KEEPING YOURSELF RIGHT

- 1** Be familiar with and adhere to school policies and procedures.
- 2** Keep written records of any incidents whether involving pupils, parents, colleagues or any other person.

Do not pass written statements to anyone including your principal without first having it checked by UTU.

- 3** Keep copies of all communications passed to any other person either within the school or externally.
- 4** Do not, without permission of the principal, contact parents, guardians, childminders at home either by phone, letter, home visit or in any other way. Copies of any such communication should be retained along with records of times of phone calls.
- 5 In the case of any accident to self or pupil ensure that:**
 - a) school policies and procedures issued by Dept of Education and Employing Authority are followed.
 - b) a written report or accident form is passed to the principal and a copy retained.
 - c) written witness statements are sought.
 - d) measurements, description of accident site, photographs are taken and retained but not passed to anyone.
 - e) in case of accident to a teacher, a doctor is asked to assess the injury.
 - f) union advice is sought and a report filed.

- 6 Pupils giving cause for concern.**

When a pupil displays learning or behavioural difficulties which have not been previously addressed, the teacher should report to the principal in writing detailing: