

**INDEPENDENT
SECTOR EXCLUSIVE**

Organised by



EMPLOYMENT LAW FOR HEADTEACHERS

**The 3rd annual one-day seminar
on legal issues for head teachers
within the independent sector**

**The Law Society
Chancery Lane, London**

Friday 17th October 2008

CHAIR

- **Alastair Ramsay**, Headmaster, The Downs School, Malvern



PUTTING EDUCATION FIRST



Employment law for h

Objectives

The **Employment law for headteachers** seminar will provide participants with:

- Vital advice on key legal issues designed exclusively for head teachers in the independent sector
- Alleviated stress and anxiety levels surrounding legal matters which can be a burden to head teachers
- A wealth of knowledge on employment tribunals and discrimination which will protect delegates from a large range of legal issues which could arise within any school
- A forum to meet and share experiences with other Head teachers



Who should attend?

The following from the independent sector should attend:

- Head teachers
- Governors

Friday 17th October 2008

Chair: Alastair Ramsay
Headmaster, The Downs School, Malvern

| | |
|---------------|---|
| 09.00 – 09.15 | Registration and coffee |
| 09.15 – 09.20 | Welcome and chair's opening remarks |
| 09.20 – 10.00 | A head's experiences – case study workshop Alastair Ramsay In this session we will look at actual legal instances where the Head has to make judgments with a legal dimension. All too often a shared experience could have solved what otherwise becomes an expensive and emotionally draining exercise in management. The Heads present will be able to share, in strictest confidence, those experiences and look at alternative ways of resolving them and the legal implications of different routes of action. These can then be explored with legal professionals later in the day. |
| 10.00 – 11.00 | Employment law session James Williams, Solicitor, Archon Solicitors Everything you always wanted to know about employment law but were afraid to ask! In this session we will take a whistle-stop tour through the key legal challenges facing employers in each aspect of the employment relationship, from hiring to firing. The session will touch on the potential liabilities to which schools are exposed from allegations of discrimination, performance management issues, family-friendly policies and unfair dismissal claims. It will focus on what to look out for and when to take advice, as well as offering practical advice on avoiding problems. |
| 11.00 – 11.15 | Coffee |
| 11.15 – 11.45 | New employment legislation James Williams, Solicitor, Archon Solicitors |
| 11.45 – 12.15 | Employment tribunals James Williams, Solicitor, Archon Solicitors After the sessions concentrating on how to avoid legal claims, this session will look at how to cope if it all goes wrong and you face Employment Tribunal |

Headteachers

proceedings. We will work through the types of claims that can be brought in an Employment Tribunal and the procedure and process involved in the defence of such proceedings. We will also consider the practical steps that a school can take to put itself in the best possible position to defend such claims, both before and after a claim has been submitted.

12.15 – 12.30 **Questions and panel discussion**

12.30 – 13.30 **Lunch**

13.30 – 14.30 **Health and safety issues for schools**

Nick Rampley, director of finance and administration, Purcell School

This session will aim to update Heads on important issues and recent developments in health and safety legislation, discussing the resultant (and often conflicting) priorities, difficulties and pitfalls faced.

Amongst topics to be considered are fire precautions, asbestos, minibuses, working at height, electrical testing, school trips, food hygiene, risk assessment... the minefield of health and safety legislation is impossible to circumnavigate, but how can the Head ensure schools stumble through it safely?

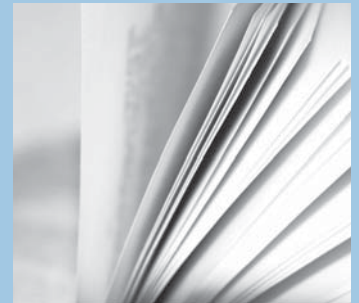
14.30 – 15.15 **When things go wrong.....
investigation, capability, disciplinary
and grievance procedures**

Rosanne Musgrave, Former President, Girls' Schools Association

When problems arise, school leaders have to deal promptly and sensitively with them. Sometimes an informal approach will suffice, but if more formal measures are needed it is vital that the right procedures are correctly followed. Successful outcomes depend on those in charge handling matters well and in this session we shall look at how best to approach these issues.

15.00 – 15.30 **Panel and Questions**

15.30 **Conference ends**



Programme subject to change

2 EASY WAYS TO BOOK

✉ Complete and return the registration form overleaf

☎ Call 01722 716007

Registration form

I would like to secure my place at the **Employment law** conference
PHOTOCOPIES OF THIS FORM ACCEPTED

Title (Mr, Mrs etc):

Forenames

Surname

Job title

Full address

.....

.....

..... Post code

Telephone

Email

I understand that this registration booking is subject to the booking conditions.

Signature

CONFERENCE FEE

The cost of full attendance is £450+VAT=£528.75

Attending the conference entitles you to coffee, lunch and abstract details.

I WISH TO PAY BY:

• Credit card

Please debit my Visa Mastercard Maestro
 American Express

Card no

Valid from Expiry date

Issue no (Maestro cards only) 3 digit security code

Signed..... Date

• Call the Credit Card Booking Hotline 01722 716007

• Make your cheque payable to MA Education Ltd

• Invoice

Requesting an invoice and signing this form will secure your place at the conference. All invoices must be paid in full before the event. See booking condition 5.

To receive an invoice you must complete this section in full giving either your work or Trust address. We are unable to send out invoices to home addresses

PLEASE COMPLETE IN FULL WITH CONTACT NAME IF DIFFERENT FROM ABOVE

Contact

Full address

.....

..... Post code

Telephone

Fax

Signed

PLEASE RETURN TO:
MA EDUCATION LTD, EMPLOYMENT LAW FOR HEADS,
FREEPOST SO6080, SALISBURY SP3 5BZ
FAX BOOKING LINE: 01722 716926
TEL BOOKING LINE: 01722 716007

How to get to the venue

113 Chancery Lane, London WC2A 1PL
Telephone +44 (0) 20 7242 1222 www.lawsociety.org.uk



Nearest Underground Stations:
Chancery Lane (Central Line).
Temple and Blackfriars (Circle and District Lines)

Nearest Main Line Station:
Waterloo Station, Liverpool Street and Charing Cross are a short taxi ride away

Parking:
Parking outside the Law Society is not allowed during the normal working day. All visitors should be dropped off or picked up from outside the main entrance. There are some parking meters in the vicinity. Parking is free after 1830 hours. The nearest two public disabled parking spaces are located at the junction of Chancery Lane and Southampton Buildings.

Booking conditions

MA Education Ltd (The Company) accepts bookings under the following conditions:

- 1 All correspondence will be sent to the participants at the address specified on the booking form or over the telephone. (This address will also appear on the official participant's list given out at the event).
- 2 The completed booking form together with full payment must be sent to MA Education Ltd. A confirmation will then be issued. Cheques should be made payable to MA Education Limited. Returning the signed registration form constitutes a firm booking.
- 3 Bookings may be made by telephone but payment must be made in full by credit card.
- 4 All payments, including credit card, must be in sterling.
- 5 The Company reserves the right to cancel a booking if payment is not made six weeks prior to the conference taking place. Any outstanding payment becomes the responsibility of the signatory made on the reservation form.
- 6 Payment for any booking made within six weeks of the conference will still be due to the company irrespective of whether the delegate attends.

- 7 Should you be unable to attend, a substitute delegate may take your place. Notification must be received in writing one week prior to the conference.
- 8 The Company reserves the right to change the conference speakers in cases of illness or other conditions beyond its control.
- 9 The Company does not accept responsibility for loss or damage to delegates' own property and/or personal effects caused by events beyond its control, including (but without limitation) fire, flood, strikes, civil disturbances or for consequential loss or damage of any kind whatsoever.
- 10 Speakers approached at time of print.

Cancellation of booking

Written cancellations received six weeks prior to the conference will be accepted and a refund of 90% of the booking charge will be made. After this date, no refunds can be given. Verbal cancellations will not be accepted.

If written cancellation is not received six weeks prior to the conference full payment will still be due irrespective of whether the delegate attends the conference.



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