




LIGHTHOUSE
SCHOOLS PARTNERSHIP

LONG SERVICE & RETIREMENT AWARD POLICY

Non-Statutory

Policy approved by Trust Executive Team	
Signed: 	Date: 1 June 2026
Name: Gary Lewis	Role: Chief Executive

DOCUMENT HISTORY

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This policy applies to all Schools and employees within the Lighthouse Schools Partnership.

This policy remains valid, and in operation, until a new or updated policy is published.

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1. INTRODUCTION

- 1.1. The Lighthouse Schools Partnership recognises that the high standards and quality of the educational provision is dependent upon the contribution, effort and loyalty of its employees. As such, its Long Service Award and Long Service Retirement Award scheme is an opportunity to demonstrate that the contribution employees have made is highly valued.
- 1.2. The aim of this policy is to set out the processes through which the loyalty and commitment of employees is rewarded.
- 1.3. This policy applies to all employees within the Trust who have accrued the appropriate length of service. However, service must be continuous and must be accrued whilst at a School within the Trust. **For the avoidance of doubt, the continuous service date for this policy is not the Local Government continuous service date, but the continuous service date of when you joined a School that is within the Trust.** Awards are made irrespective of whether the service is full or part-time, or temporary or permanent.
- 1.4. The award will be financed by the Lighthouse Schools Partnership Central Services Budget.
- 1.5. The Headteacher and School Business Manager in each School are responsible for monitoring employees length of service data or Central HR Team if the school is in the centralised service. A Long Service Award Form must be completed and sent to the Central HR Team at HR@lsp.org.uk. They should be submitted at least two months in advance due to Long Service Award requests being processed on a monthly basis.
- 1.6. In recognition of long and valued service, the Trust will mark its appreciation by awarding a Long Service Award or Long Service Retirement Award to those employees who:
 - Accrue 25 years' service during continuous employment whilst at a School within the Trust (Note - periods of maternity leave are counted as continuous service as long as the employee returns to work within the Trust and employees are also able to move between Schools within the Trust). Any other break in service may be counted towards long service at the discretion of the Chief Executive Officer.
 - Employees on fixed-term or part-time contracts will be eligible on the same terms as employees on full-time permanent contracts.
 - The Long Service Award will only apply to employees on supply or casual contracts if they have continuous service with a School within the Trust and only if they have worked for the Trust within the 12 months prior to the request form being submitted.
 - Retire with over 20 years continuous service in Schools (or their predecessors) within the Lighthouse Schools Partnership.

- Employees are entitled to either a Long Service Award or a Long Service Retirement Award, not both. For further information, please see section 4.

The Long Service Award will not apply to contractors or agency employees.

2. LONG SERVICE AWARD

2.1 Recognition of Long Service Awards during employment will be issued to qualifying employees with over 25 years continuous service.

2.2 The Long Service Award will consist of the following:

- A gift of £250. This will be in the form of online instant gift vouchers only which can be purchased through Reward Gateway and the employee may choose which online voucher. No cash equivalent is allowed to avoid any risk of tax liability.
- A personal letter and a Long Service Award Certificate signed by the Chief Executive Officer.

3. LONG SERVICE RETIREMENT AWARD

3.1 Recognition of Long Service Retirement Awards will be issued to qualifying employees with over 20 years continuous service and who leave through normal retirement age, voluntary retirement, early retirement and those who retire on the grounds of ill health.

3.2 The Long Service Retirement Award will consist of the following:

- A gift of £150. This will be in the form of online instant gift vouchers only which can be purchased through Reward Gateway and the retiring employee may choose which online voucher. No cash equivalent is allowed to avoid any risk of tax liability.
- A personal letter and a Long Service Award Certificate signed by the Chief Executive Officer.

4. PROCESS

4.1 Long Service Award:

- If an employee is approaching the 25 year's continuous service milestone, the School/Trust is responsible for monitoring the employment dates and ensuring the Long Service Award form is completed and countersigned by the Headteacher or CEO for Central Team employees.

4.2 Long Service Retirement Award:

- The School/Trust will write to the retiring employee confirming the date and details of their retirement, sending pension documentation where appropriate, and also ensuring the Long Service Award request form is completed and countersigned by the Headteacher or CEO for Central Team employees.

4.3 A Long Service Award request form must be completed, signed and sent to the Central HR Team at HR@LSP.org.uk to request purchase of the online gift vouchers.

4.4 Evidence of the contract start date is required to be able to process the Long Service Award and Long Service Retirement Award:

- Support Employees: a copy of your contract of employment showing the start date with the eligible School is required.
- Teachers: for those employees in the Teachers' Pension Scheme, evidence isn't required as we can check the contract dates, however, for those not in the scheme, a contract of employment is required.
- The Chief Executive Officer can exercise discretion when contractual evidence is not available.

4.5 The form should be completed and submitted at least two months prior of either the long service date or retirement date and sent, along with a copy of the contract if required, to the Central HR Team at HR@lsp.org.uk.

5. EMPLOYEE ELIGIBLE FOR BOTH AWARDS

Should the employee be both retiring and have accrued 25 years continuous service at the same time, only the higher value of the two awards will be granted.