

Three Counties Academy Trust



Honoraria Payment Policy for Support Staff

#HR20

Last amended 5th July 2026 (v1.0)

Policy lifespan: As determined by Hoople HR. Subject to annual compliance check. Next full review 31st January 2027.

Statement of intent

At Three Counties Academy Trust (TCAT), we want to invest in our staff and provide them with a secure and long-lasting relationship as employees of their school and TCAT, irrespective of whether they are teachers or part of our valuable Associate (support) Staff.

The purpose of this policy is to set out the framework under which we can and may make additional payments to members of Associate Staff. The amounts are under ongoing review and the latest amounts that may be paid as honoraria payments have been shared with Associate Staff and school leaders.

All TCAT employees who are Associate Staff (i.e. not those employed as teachers) are covered by this policy as TCAT uses Hoople HR as our provider for HR support as appointed by the Trust Board.

The procedures within this policy document will be followed as prescribed.

To that effect, we subscribe to and promote the Honoraria Payment Policy for School Support Staff for all categories of schools (HR020) as set out by our HR partners Hoople and used across the county of Herefordshire. The latest version of this policy will be the version used if and when need arises.

The latest (HR020) Honoraria Payment Policy for School Support Staff for all categories of schools can be obtained on request from the TCAT Central Team or from the Headteacher/Head of School and is the full and unabridged version as ratified by Hoople and adopted by the TCAT Trust Board.

Please note, where Hoople can at times have not ratified a new version of a policy before their planned review date, we will always use the latest version available, even where that may fall outside date scope until Hoople have approved a replacement.