

Three Counties Academy Trust



Study Support Policy and Procedure

#HR24

Last amended 5th July 2026 (v1.0)

Policy lifespan: As determined by Hoople HR. Subject to annual compliance check. Next full review 30th June 2029.

Statement of intent

Three Counties Academy Trust (TCAT) is committed to the continuous professional development of all staff and to fostering a culture of lifelong learning that supports both individual and organisational growth. The adoption of Hoople's (HR024) Study Support Policy and Procedure for all Categories of School reinforces our belief that investment in staff development directly contributes to the improvement of educational outcomes, the enhancement of staff morale and retention, and the realisation of our strategic priorities.

This policy establishes a clear and transparent framework for how TCAT supports employees in accessing study and training opportunities that are relevant to their current roles and future aspirations. It sets out procedures for applying for study leave, the levels of financial and time-related support that may be granted, and the responsibilities of both staff and school leaders in managing and reviewing the outcomes of study support. The policy ensures consistency across all TCAT schools and aligns with our commitment to fairness, equity, and high standards of service delivery.

By adopting this policy, TCAT aims to equip staff with the knowledge, skills, and qualifications necessary to perform effectively and confidently in a changing educational landscape. It recognises the value of both formal qualifications and informal learning and supports a diverse range of study options including accredited courses, workshops, conferences, and job-shadowing.

TCAT also acknowledges that study support must be managed in a way that balances employee development with operational needs and budgetary considerations. As such, the policy includes clear criteria for approval, levels of contribution, and expectations around attendance and completion.

Ultimately, this policy supports TCAT's mission to be an employer of choice and a leader in educational excellence. It provides our staff with the encouragement and structure they need to grow professionally and contribute meaningfully to the success of our schools.

To that effect, we subscribe to and use the (HR024) Study Support Policy and Procedure for all Categories of School 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 (HR024) Study Support Policy and Procedure for all Categories of School 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.