



**Federation of
Westminster Special Schools
& Bi-Borough Inclusion Service**

Federation Loyalty Reward Scheme

Last Reviewed by the Full Governing Board: July 2025

Next Review: July 2027

Loyalty Reward Policy

The Federation of Westminster Special Schools (FWSS) has chosen to follow the guidelines of the Westminster City Council when awarding Loyalty Rewards for long service, defined as more than 20 and 40 years 'continuous service to the Federation.

This policy acknowledges and rewards staff for their commitment and loyalty to the Federation of Westminster Special Schools.

Who is entitled to a Loyalty Service Award?

Employees who have been employed continuously with Westminster Federation of Special Schools for 20 and 40 years, regardless of roles, undertaken during this time. This includes the Bi-Borough Inclusion Service.

Employees completing the required service at any time during the calendar year will be eligible for an award in December of that year.

What is the Loyalty Award?

The award comes in the form of a Loyalty Service certificate and a John Lewis or grocery gift voucher to the value of £500.

Can the Loyalty Award be donated to a charity?

As an alternative to a gift employees may donate the value of the award to a registered charity (inclusive of VAT)

How will Loyalty Awards be recognised?

Employees will be invited to receive their gift during a special assembly at the school they work in. If there are sufficient numbers across the Federation, then a cross-Federation celebration event will be organised at a mutually convenient time.

What are a manager's responsibilities?

Managers must provide summary employment details about any of their employees eligible for an award to be used during the Loyalty Award ceremony.

What are an employee's responsibilities?

Employees must:

- confirm they are eligible and have not previously received an award for that number of years service
- confirm whether they wish to attend the Long Service Award ceremony and if so whether they wish to bring a guest

- confirm whether they wish to donate all or part of the gift voucher to a charity of their choice, and if so provide relevant details (name of the charity, amount to be donated, charity registration number).