



**Buckinghamshire
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2025 Bucks Pay Awards SIMS Pay Related Import File Guidance for Buckinghamshire Schools & Academies

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2025 Bucks Pay Awards SIMS Pay Related Import File Guidance for Buckinghamshire Schools & Academies

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Introduction

Outcome of Pay Award for Bucks Pay Employees for the year 1st April 2025 to 31st March 2026

The 2025/26 Schools Support Staff Pay Award has been approved by the Senior Appointments and Pay Committee. From 1 April 2025:

- All grades' full-time annual salaries will be increased by 3% per annum.
- As a result, Range 1A hourly rate will increase to £12.33 per hour which is 12p more than the April 2025 National Living Wage of £12.21 per hour.
- Part time and term time only employees' salaries will be pro-rated based on the number of weeks worked during the year and the number of hours worked per week.
- Employees eligible for an incremental increase will continue to automatically progress onto their next pay point.
- Maintained Schools using Buckinghamshire Council's payroll services: increased salaries will be paid in April 2025 payroll and employees will automatically progress onto their next pay point.
- Academies using Buckinghamshire Council's payroll services: will be asked to confirm whether they wish BC to apply the pay award and whether employees should automatically progress to their next pay point.
- Maintained Schools and Academies **not** using Buckinghamshire Council's payroll services, should communicate these increases to their HR provider as soon as possible.

- The ICT Schools Team have created a Bucks Pay Related File for Schools to import.
- Ensure you read these guidance notes **before** importing the file.
- **ALWAYS** ensure you have an up-to-date backup before importing the file.
- Choose the appropriate import file for your school ie. **Rest of England** or **London Fringe****.
**** Note:** the salary ranges are the same for Rest of England and London Fringe.

Once imported, the pay import file will update:

- Bucks Pay Service Term Awards from **1st April 2025**
- 2025/26 **National Insurance Tables**
- 2025/26 **LGPS Superannuation %** for Buckinghamshire LA Maintained Schools

It **does not** update:

1. Schools with an **Apprentice Service Term (AP)**.
A new Salary Range for 01/04/2025 will need to be entered manually (see page 6).
2. Academies **not** contributing **22.60%** LGPS Superannuation.
The applicable % **value** will need to be entered manually (see page 5).

Once imported, Schools must:

1. Update all Bucks Pay staff contract **Salary Records** with effect from **01/04/2025**.
2. Update either by the annual increment routine **or** add a new payline entry on the contract (see page 7).
Note: New starters must complete six months' service before receiving an incremental point rise, so may not appear on the April HR Changes Report.
3. Update the **Latest Pay Review Date** within a staff contract to **01/04/2025**.

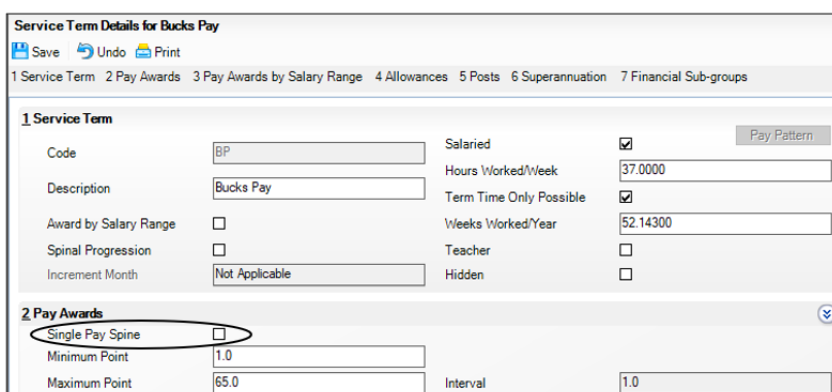
The file is **not applicable**, if your school has their own support staff service term and conditions eg. NJC.

Chapter 1 Downloading the Pay Related File from SchoolsWeb & Importing into SIMS

It is necessary to update the **SIMS Personnel** module with a new **Bucks Pay Related Import** file for the **2025 Bucks Pay Award**.

Tools | Staff | Pay Related

1. Open the **Bucks Pay Service Term**
2. In **Panel 2: Pay Awards** check **Single Pay Spine** is unticked before import. If ticked, untick it and **Save**. It will remove all existing pay award dates and amounts, but the 2025 import file will back fill in bulk.



Download from the ICT Zone on SchoolsWeb:

SIMS | SIMS Downloads | Personnel | **SIMS Bucks Pay Import Files 2025**

- ❖ There are two BP Import Files available (**London Fringe** or **Rest of England**).
- ❖ Select the relevant file matching the **Regional Pay Spine** relevant for your school.
- ❖ The pay scales salary amounts are the same for both LF and RoE.

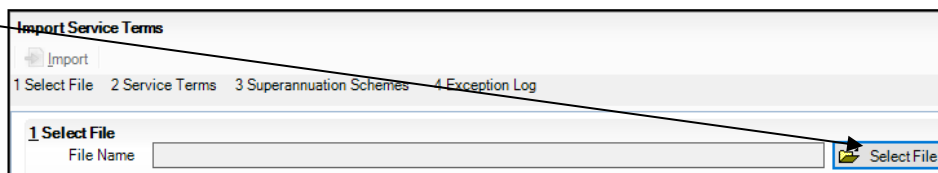
- **SIMS BP Import File April 2025 – LF** (for London Fringe Schools)
- **SIMS BP Import File April 2025 – RoE** (for Rest of England Schools)

1. **Select** the relevant Import File for your School (LF or RoE).
2. **Download** and **save** the (zipped) file to a convenient location.
3. **Highlight** the file.
4. **Right-click** and select **“extract all”** to unzip the file.
5. **Save** the two **.xml files** (one ending in **.xml** & one ending in **.xml.signature**) and the **Guidance Notes** to the **same** location.

IMPORTANT - You must have the **two** Bucks Pay Import Files saved in the same location for a successful import into SIMS.

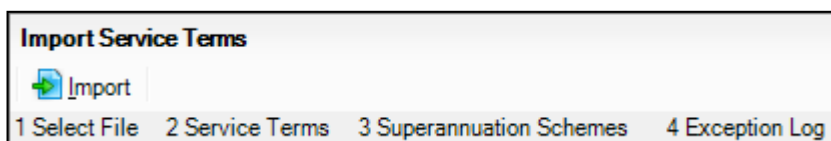
Import the Bucks Pay Import File into SIMS

1. Select **Tools | Staff | Pay Related Import**
2. Click **Select File**



Browse to the location and highlight the **SIMS BP Pay Related.xml** file and click **Open** (if you are unable to 'see' this file, it usually means that only one of the two .xml files were saved. Repeat steps 1 – 5.)

3. The **.xml** will be displayed in the File Name box
4. Click **Import**



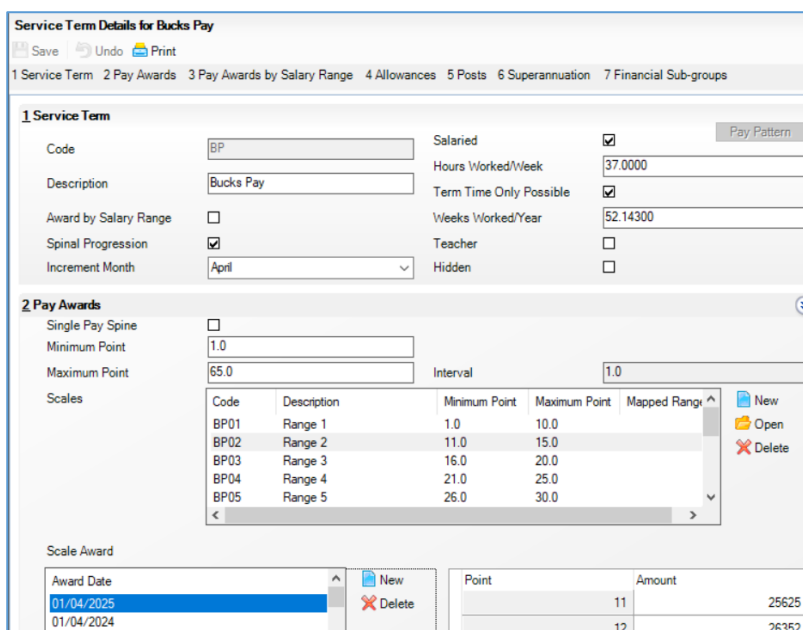
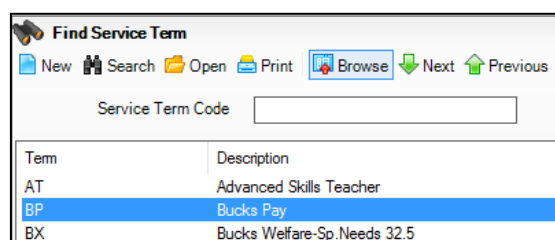
 Service Terms imported successfully. will be displayed above  in the bottom left-hand corner of the screen task bar.

5. Close screen.

Check Service Term Tables for Bucks Pay and Bucks Welfare SP. Needs 32.5

To check the new Pay Rates in the **Bucks Pay** and **Bucks Welfare SP. Needs 32.5** Service Terms:

1. Select **Tools | Staff | Pay Related**
2. Click **Search**
- Double click or Open **Bucks Pay**.
4. Ensure the **Scale Award** is showing as **01/04/2025**.
5. Close the **Bucks Pay** screen.



6. Repeat the above steps to check **Bucks Pay Welfare SP Needs 32.5** (if used)



Range 1 – the correct format must read either:			
<u>Code</u>	<u>Description</u>	<u>Min Point</u>	<u>Max Point</u>
BP1A	Range1a	1.0	5.0
BP1B	Range1b	6.0	10.0
or			
BP01 or BP1	Range 1	1.0	10.0

Ensure **ALL Range 1 Bucks Pay** staff are on one of the above Service Terms, as appropriate.

Check National Insurance Tables

To check the new **National Insurance rates** for the financial year **2025/26**

1. Select **Tools | Staff | National Insurance Rates**
2. Click **Search**
3. Double click **01/04/2025** to display the following screen:

National Insurance Rate Details

Save Undo Print

1 National Insurance Rate Detail 2 Band Collection 3 Band Detail

1 National Insurance Rate Detail

Start Date: 01/04/2025 End Date:

Number of Bands: 4

2 Band Collection

Band	Upper	Lower	Rate 1	Rate 2
1	417.00	0.00	0.0000	0.0000
2	542.00	417.01	15.0000	15.0000
3	4189.00	542.01	15.0000	15.0000
4	0.00	4189.01	15.0000	15.0000

3 Band Detail

Upper Monthly Earning: 417.00

Rate 1 (contracted in): 0.0000 Rate 2 (contracted out): 0.0000

4. Close the screen.

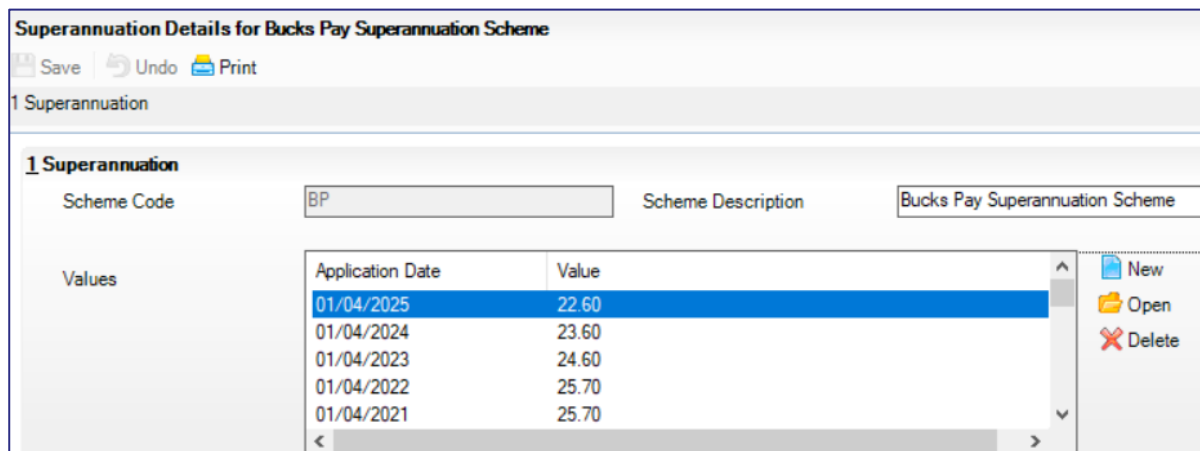
<https://www.gov.uk/guidance/rates-and-thresholds-for-employers-2025-to-2026#class-1-national-insurance-thresholds>

NOTE:

The NI 'Contracted Out' Rate was abolished from April 2016, therefore, both the 'Rate 1' (Contracted In) and 'Rate 2' (Contracted Out) should now display the same amounts.

Check (LGPS) Superannuation Contributions

From **01/04/2025**, the LGPS employers rate for Buckinghamshire Schools has reduced to **22.60%**.



Application Date	Value
01/04/2025	22.60
01/04/2024	23.60
01/04/2023	24.60
01/04/2022	25.70
01/04/2021	25.70

1. Select **Tools | Staff | Superannuation**
2. Click **Search**
3. Select **Bucks Pay Superannuation Scheme**.
4. Check **01/04/2025** is **22.60%**.

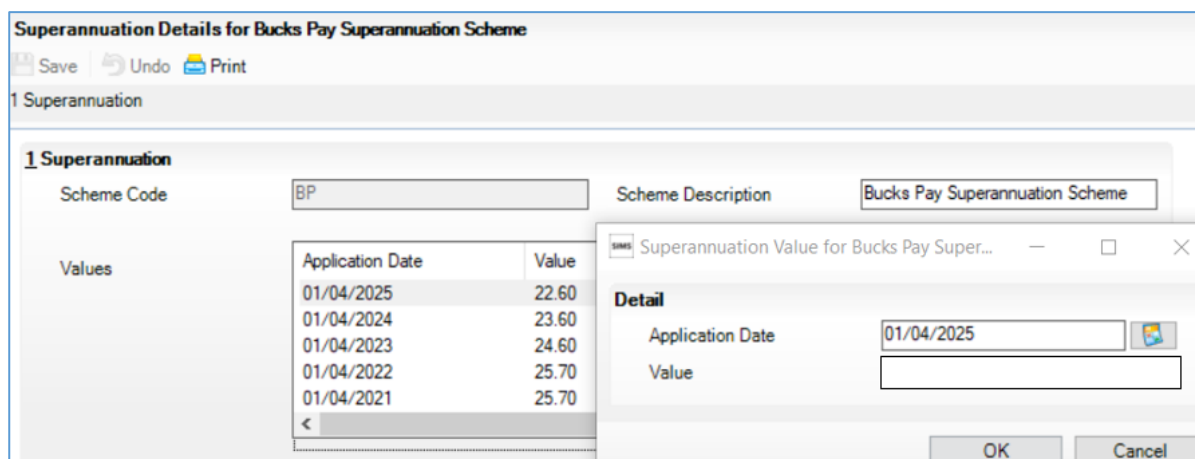
Update Superannuation Contributions *(for applicable Academies only)*

To check the % contribution rates for your **Academy** go to:

<https://lgps.buckinghamshire.gov.uk/employer-information/employer-contribution-rates/>

To amend the **Superannuation %** for the **2025/26** financial year for your Academy:

1. Double click **01/04/2025** to display the following screen
2. Amend the **Value** as applicable.
3. Select **OK** and **Save**.



Application Date	Value
01/04/2025	22.60
01/04/2024	23.60
01/04/2023	24.60
01/04/2022	25.70
01/04/2021	25.70

Detail

Application Date: 01/04/2025

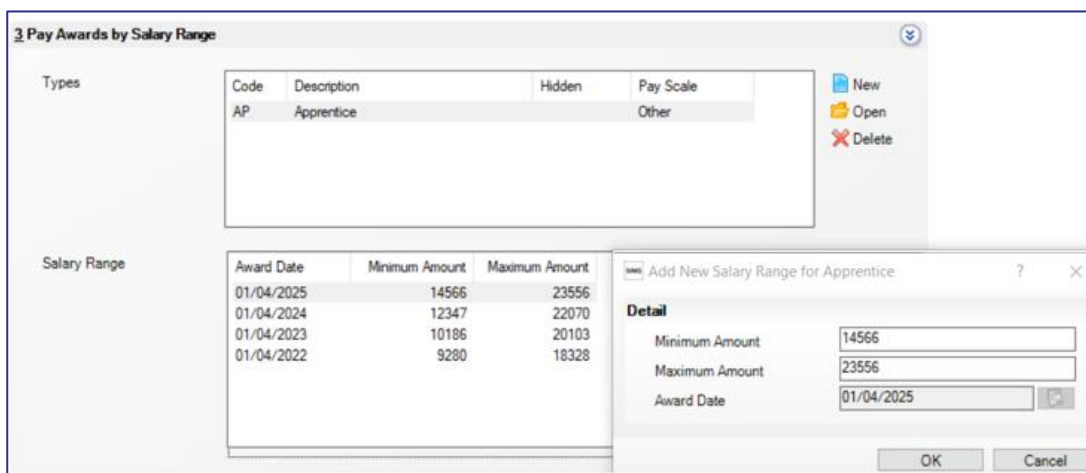
Value:

OK Cancel

Apprenticeship Service Term – Add a New Salary Range *(for applicable Schools only)*

To add a **new** Salary Range for the **Apprentice** Service Term:

1. Select **Tools | Staff | Pay Related**
2. Click **Search**
3. Select **Apprentice** and either select **Open** or double-click.
4. Go to **Panel 3: Pay Awards by Salary Range**.



The screenshot shows the 'Pay Awards by Salary Range' window. The 'Salary Range' panel is active, displaying a table with the following data:

Award Date	Minimum Amount	Maximum Amount
01/04/2025	14566	23556
01/04/2024	12347	22070
01/04/2023	10186	20103
01/04/2022	9280	18328

A 'Detail' dialog box is open, titled 'Add New Salary Range for Apprentice'. It contains the following fields:

- Minimum Amount: 14566
- Maximum Amount: 23556
- Award Date: 01/04/2025

The dialog box has 'OK' and 'Cancel' buttons at the bottom.

5. Go to **Salary Range** panel.
6. Select **New** and add the following information:

Minimum Amount:	£14,566	<i>for 1st year apprentice regardless of age</i>
Maximum Amount:	£23,556	<i>for 2nd year apprentice aged 21+</i>
Award Date:	01/04/2025	<i>or 01/09/2024 if applicable to your school</i>
7. Select **OK** and **Save**.



Chapter 2 Applying Annual Increments & Allowances to Staff Contracts in SIMS

Bucks Pay Range 1 Additional Info:

Range 1a is from **Point 1** to **5**.

Note: Point 1 to 4 is the same figure as Range 1/Point 5.

Ensure all staff on Range 1a are on Point 5.

Staff on **Point 5 (Bucks Pay Range 1 or 1a)** do not receive an automatic increment.

Range 1b is from **Point 6** to **10**.

- Schools using Buckinghamshire Council's payroll services, eligible staff will automatically progress onto their next pay point, with effect from 1st April 2025.
- Check the **April 2025 HR Changes Report**, to identify which staff have received a point increment.
- Update staff salary records in SIMS by selecting the check box next to their name; see below:

School Type	Outcome	Action
Non SIMS to SAP Schools	Staff to increment to next point eg. Range 2/10 → Range 2 / 11	Tools Staff Annual Increment
	Staff to increase to next range eg. Range 2 / 15 → Range 3 / 16	- LVTC form completed and submitted to HR - New salary line in SIMS with new range & point, dated 01/04/2025
	Staff to remain on current range & point eg. Range 2 /15 → Range 2 / 15	New pay line for same range & point, dated 01/04/2025
SIMS to SAP Schools	Staff to increment to next point eg. Range 2/10 → Range 2 / 11	SIMS Tools Staff Annual Increment Please complete new pay increments and/or new salary lines all on the same day with no other contract changes made on that day.
	Staff to remain on current range & point eg. Range 2 /15 → Range 2 / 15	New pay line in contract for same range & point, dated 01/04/2025 Please complete new pay increments and/or new salary lines all on the same day with no other contract changes made on that day.
	Staff to increase to next range eg. Range 2 / 15 → Range 3 / 16	New pay line in contract with new range & point, dated 01/04/2025 Please complete these changes on separate dates to above guidance.

Apply Annual Increments to Bucks Pay Staff

1. Select **Tools | Staff | Annual Increment**.
2. From the **Service Term** lookup list, select **Bucks Pay**.
3. Check the **Increment Year** is **2025** and the **Increment Month** is **April**.
4. Click **Search**. A list of all relevant staff will be displayed.

Apply Increment to Staff

✓ Apply  Select All  Clear All

1 Annual Increment

1 Annual Increment

Service Term: Bucks Pay ▼ Increment Year: 2025 ▼ Increment Month: April ▼  Search

Name	Scale	From Point	To Point	Increment Date	Last Increment Date
☐ Alisa Abbas	Range 1	5	6	01/04/2025	01/04/2024
☒ Helen Avery	Range 3	17	18	01/04/2025	01/04/2024
☒ Jill White	Range 2	12	13	01/04/2025	01/04/2024
☒ Marie Gascoigne	Range 4	23	24	01/04/2025	01/04/2024
☒ Sarah Boston	Range 6	33	34	01/04/2025	01/04/2024
☒ Tracey Finch	Range 2	13	14	01/04/2025	01/04/2024

Note: In the example above, Alisa Abbas, should **NOT** be selected to increment without referring to the Head Teacher first. Staff on a Range 1/Point 5, do not automatically increment to Point 6.

5. **Tick** staff eligible to receive a point increment.
Alternatively, use **Select All** to select all the names on the list or **Clear All** or clear the selection.
6. Click **Apply** to apply the increment point to all the selected members of staff.
Selected members will disappear from the list.
7. The system will update the contract details for the selected employees.
8. Check individual records to see if their point has been changed effective from **01/04/2025**.
9. Add a **Latest Pay Review Date** of **01/04/2025** in employee contract record.

Note: New Starters do not automatically increment a point until they have completed six months' service, so may not appear on the April HR Action report.

Please always check their start date before querying any missing staff with HR.

1 Contract Details

Service Term: Bucks Pay ▼ Employment Type: Permanent ▼

Post Reference: School Business Manager ▼ Post Category / SwIR Post / Payroll Post: Bursars / School Business Professional /

Post Reason: ▼ Financial Subgroup: School Business Professionals ▼

Contract Start Date: 01/09/2022  Contract/Payroll Number:
Superannuation: ▼ NI Contracted: In ☐ Out ☒

Increment Date: 01/04 Contract End Date:  Leave Entitlement: 6.5000

Post Offered Date:  Contract Termination Reason: ▼

Contract Issued Date:  Post Accepted Date: 

Service Term Hours/Week: 37.0000 Service Term Weeks/Year: 52.1430

Hours/Week: 37.0000 Weeks/Year: 45.5000

FTE: 1.0000 Pro Rata: 0.8726

Safeguarded Salary: ☐ Pay Factor: 0.8726

Origin: Not applicable - change of contract ▼ Latest Pay Review Date: 01/04/2025 

Destination: ▼ Reason for Leaving: ▼

Is an Apprentice: ☐

Salary Records

Scale/Range	Start Date	End Date	Point/Salary	Actual Salary
Range 6	01/04/2025		34.0	
Range 6	01/04/2024	31/03/2025	33.0	

 New  Open  Delete



Update Staff Salary Records – 3 Methods with Examples:

1. Bucks Pay Staff – entitled to an annual increment from Range 6/Point 33 to Range 6/Point 34.

- via Tools | Staff | Annual Increment (as shown overleaf)
- OR
- via Manual entry within the Contract | Salary Records.

Salary Records	Scale/Range	Start Date	End Date	Point/Salary	Actual Salary	
	Range 6	01/04/2025		34.0		New
	Range 6	01/04/2024	31/03/2025	33.0		Open
	Range 6	01/04/2023	31/03/2024	32.0		Delete
	Range 6	01/09/2022	31/03/2023	31.0		

2. Bucks Pay Staff – not entitled to an annual increment as currently on Range 1 / Point 5 only require a new Salary Line to reflect the new amount for Range 1/Point5.

- via Manual entry within the Contract | Salary Records.

Salary Records	Scale/Range	Start Date	End Date	Point/Salary	Actual Salary	
	Range 1	01/04/2025		5.0		New
	Range 1	01/04/2024	31/03/2025	5.0		Open
	Range 1	01/01/2023	31/03/2024	5.0		Delete

3. Bucks Pay Staff - currently at the top of their Range (eg. Range 2 / Point 15) only require a new Salary Line to reflect the new amount for Range 5 / Point 15.

- via Manual entry within the Contract | Salary Records.

Salary Records	Scale/Range	Start Date	End Date	Point/Salary	Actual Salary	
	Range 2	01/04/2025		15.0		New
	Range 2	01/04/2023	31/03/2025	15.0		Open
	Range 2	01/09/2022	31/03/2023	14.0		Delete

Apply First Aid and Honorarium Allowances to Bucks Pay Staff

- Any allowances with an end date of 31/03/2025 will not automatically be renewed by HR.
- Ensure Bucks Pay staff who are entitled to one or more of the allowances follow this guidance.

Allowances	Allowance	Start Date	End Date	Type	
	First Aid (BP)	01/04/2025		Permanent	New
	First Aid (BP)	01/04/2024	31/03/2025	Permanent	Open
					Delete

School Type	Outcome	Action to Take
Non SIMS to SAP Schools	For an allowance that ends on the 31 st March 2025.	1. Add a New Allowance line from 1st April 2025 with an end date of 31st March 2026 AND 2. Submit an LVTC form to HR.
SIMS to SAP Schools	For an allowance that ends on the 31 st March 2025.	1. Add a New Allowance line from 1st April 2025 with an end date of 31st March 2026 .



Chapter 3 Bucks Pay Ranges from 1st April 2025

Range	Point	2025/26 Annual Salary (3% increase)
1A	5	£23,797
1B	6	£23,996
	7	£24,234
	8	£24,473
	9	£24,711
	10	£24,950
2	11	£25,625
	12	£26,352
	13	£27,083
	14	£27,425
	15	£27,770
3	16	£28,129
	17	£28,650
	18	£29,151
	19	£29,673
	20	£30,174
4	21	£30,361
	22	£30,945
	23	£31,509
	24	£32,072
	25	£32,594
5	26	£33,158
	27	£33,825
	28	£34,451
	29	£35,098
	30	£35,725
6	31	£36,495
	32	£37,330
	33	£38,186
	34	£39,021
	35	£39,876
7	36	£40,835
	37	£41,899
	38	£42,963
	39	£44,028
	40	£45,072

8	41	£46,219
	42	£47,429
	43	£48,640
	44	£49,871
	45	£51,081
9	46	£52,312
	47	£53,752
	48	£55,170
	49	£56,610
	50	£58,050
10	51	£59,656
	52	£61,325
	53	£62,995
	54	£64,664
	55	£66,333
11	56	£68,064
	57	£69,818
	58	£71,549
	59	£73,219
	60	£74,638
12	61	£76,160
	62	£77,726
	63	£79,270
	64	£80,813
	65	£82,358

Appendix A Bucks Pay Annual Leave Entitlement

Ranges 1 – 3	UP TO 5 YEARS SERVICE			OVER 5 YEARS SERVICE	
Weeks	Holiday Entitlement	Weeks Paid Per Year		Holiday Entitlements	Weeks Paid Per Year
38	5.0	43.0		5.8	43.8
39	5.1	44.1		6.0	45.0
40	5.2	45.2		6.1	46.1
41	5.4	46.4		6.3	47.3
42	5.5	47.5		6.4	48.4
43	5.6	48.6		6.6	49.6
44	5.8	49.8		6.7	50.7

Ranges 4 – 5	UP TO 5 YEARS SERVICE			OVER 5 YEARS SERVICE	
Weeks	Holiday Entitlement	Weeks Paid Per Year		Holiday Entitlements	Weeks Paid Per Year
38	5.1	43.1		6.0	44.0
39	5.3	44.3		6.1	45.1
40	5.4	45.4		6.3	46.3
41	5.5	46.5		6.4	47.4
42	5.7	47.7		6.6	48.6
43	5.8	48.8		6.8	49.8
44	5.9	49.9		6.9	50.9

Ranges 6 – 12	UP TO 5 YEARS SERVICE			OVER 5 YEARS SERVICE	
Weeks	Holiday Entitlement	Weeks Paid Per Year		Holiday Entitlements	Weeks Paid Per Year
38	5.5	43.5		6.4	44.4
39	5.7	44.7		6.5	45.5
40	5.8	45.8		6.7	46.7
41	6.0	47.0		6.9	47.9
42	6.1	48.1		7.0	49.0
43	6.2	49.2		7.2	50.2
44	6.4	50.4		7.4	51.4

Formula (using the data from Range 1 – 3):

Hours worked (20hrs) x weeks paid per year (43) = 860

860 divided by full time hours (1924) x 100 = 44.7

Full time salary (£14,641) x 44.7% = £6544.53

Term time salary based on 38 weeks = £6544.53 paid in 12 equal instalments

Definition - School Term, Inset and/or Additional Days Worked:

38 weeks represents an actual school term

39 weeks plus includes inset days plus additional days required by the school, eg. for a bursar or caretaker.



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