



Fast Track Teaching

The National College for School Leadership's policy for Travel and Supply for Small Schools – Fast Track professional development events

This note sets out the types of costs associated with small schools' participation on Fast Track Teaching that can be claimed from the National College for School Leadership.

For the purposes of this document, small schools are defined as schools that have 100 or fewer pupils of statutory school age according to the most recent Pupil Level Annual School Census (PLASC) return.

The policy seeks to recompense teachers from small schools for reasonable costs necessarily incurred as a result of attendance at professional development events

The policy has been kept relatively simple. However, there may be circumstances where variations from the guidance may be appropriate, for example, for teachers with disabilities or where teachers' personal circumstances would make it very difficult for them to attend a professional development event without additional support. Teachers should secure written agreement from NCSL in advance of the professional development event in any such case.

Cost of the programme

NCSL fully funds the cost of the programme.

Reimbursement of travel and supply costs

Travel

Teachers may claim the distance from home to venue, or from school to venue, whichever is the lesser amount.

Teachers should use the most appropriate form of transport consistent with keeping the cost within reasonable limits. Rail travel may be claimed at standard second-class return rates and car mileage at 25p per mile. All claims should be supported by receipts, where possible.

For any other form of transport (eg taxis, car hire), teachers should secure the written agreement of NCSL in advance of attending a professional development event. Express justification should be given and receipts provided.

Supply

Teachers may claim the following supply cover for attendance at professional development events:

- **One day supply cover for attendance at a one-day regional event.**
- **Up to three days supply cover for attendance at a residential course. Two days supply cover may be claimed for attendance at a two-day residential course, and three days supply cover for a three-day residential course. Supply cover may not be claimed for days before or after the event.**

Claims should not exceed £150 (including VAT) per day. Teachers should submit an invoice with supporting evidence and return this to the address below. Claim forms will be available at professional development events or can be downloaded from the Fast Track website or the Fast Track community via talk2learn.

Claims for travel and supply should be submitted by teachers to the address below, together with supporting documentation within one month of the expense date. There is no provision for paying invoices after three months of the date that the expense was incurred. Teachers will be reimbursed within one month of submitting a claim.

Completed claim forms and supporting evidence should be sent to:

**Fast Track Teaching
CfBT
60 Queens Road
Reading
Berkshire
RG1 4BS**