

Employment

4.5 Training and Travel Expenses

Course Fees

1. The course fee for courses agreed by the Committee and/or Manager and deemed as relevant to the development of the setting will be paid for by Cringleford Crackerjacks Pre-school.
2. If you are unable to attend a pre-booked course please give a minimum of 24 hours notice to both the course organisers and the setting Manager.
3. If you cannot attend please adhere to the course provider's conditions. You are solely responsible for any outstanding payments due as a result of cancellation, unless the cancellation is due to sickness and you have notified the provider.
4. If you fail to turn up to, or do not fully complete, a course you are booked on to, you will be solely responsible for any charges incurred (usually a fee of £50.00 if Norfolk County Council is the provider). This is to ensure that places on courses are not wasted.
5. Should you wish to attend a course which is of interest to you but which is not deemed to be of direct benefit to Crackerjacks, you may do so after consultation with the Manager and Committee but you will be responsible for the course fee and your time will be unpaid.

Travel Expenses

Staff travelling during the course of their work at Crackerjacks can expect to be reimbursed for reasonable expenses incurred. Travel is generally not necessary in the performance of the duties of the employment for staff at Crackerjacks. However, from time to time, staff may need to travel for example, to attend a training course.

1. Wherever possible courses should take place in Norwich.

2. Crackerjacks will reimburse travel costs, including for courses which take place in Norwich, as long as fees have been paid for by Crackerjacks.
3. Crackerjacks will pay for car parking incurred while attending the course; please provide a receipt.
4. Crackerjacks will refund the cost of public transport to the course or car mileage at a rate of .45p per mile from home or Crackerjacks (whichever is closer). Mileage can be calculated by using www.rac.co.uk or similar. If staff use their own car, they must ensure that they have the appropriate insurance cover in place for driving to and from training courses.
5. To claim expenses, a travel expense form must be completed, signed by the manager for staff members or the Chairperson for the Manager and committee members and returned to the Treasurer or Chairperson within one month of the course date. In claiming mileage on a travel expenses claim form, staff will confirm that, if they are using their own car, they have the appropriate insurance in place.

This policy was adopted at a meeting of	Cringleford Crackerjacks
	Pre-school
Held on	_____
Date to be reviewed	_____
Signed on behalf of the management committee	_____
Name of signatory	_____
Role of signatory (e.g. chair/owner)	Chair Person
