



## **Fast Track Teaching**

### **The National College for School Leadership's policy for Travel and Supply for Small Schools – Fast Track Teaching assessment centres**

**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 assessment centres.**

**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 an assessment centre without additional support. Teachers should secure written agreement from NCSL in advance of the assessment centre 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 an assessment centre. Express justification should be given and receipts provided.**

## **Supply**

**Teachers may claim one-day supply cover for attendance at an assessment centre event.**

**Claims should not exceed £150 (including VAT) per day. Teachers should submit an invoice with supporting evidence and return this to NCSL. Claim forms will be available at assessment centre events or can be downloaded from the Fast Track website.**

**Claims for travel and supply should be submitted by teachers to NCSL at 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:**

**Robin Cutler  
Fast Track Teaching  
National College for School Leadership  
Triumph Road  
Nottingham  
NG1 8DH**