

Claim Form Guidelines

1. 3 claim forms need to be submitted each academic year. Deadline dates for these forms are: Friday 18th December 2009, Thursday 1st April 2010, and Friday 23rd July 2010.
 2. Forms need to be completed and emailed to Nic Parsons (parsonsn@cityacademy.bristol.sch.uk)
 3. Each school can claim a maximum of 8 days per academic year at a rate of £140 for a full day and £70 for a half day.
 4. Eligible PLT claims are: 3 x days for partnership days and/or PLT conference. 3 x days for CPD courses. 1 x day (or 2 half days) for a sporting event which we have organised. 1 x day (or two half days) to support your PLT role within the school.
 5. Please remember that the PLT may not always be the most appropriate person to attend a CPD course or sporting event. Supply cover will still be paid if another member of staff attends.
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