



## Travel Policy

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## Document Control

<b>This document has been approved for operation within:</b>	<b>Ripley ITT</b>
<b>Date effective from</b>	<b>December 2022</b>
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<b>Review period</b>	<b>2 year</b>
<b>Status</b>	<b>Mandatory</b>
<b>Owner</b>	<b>SCITT Director: Felicity Ackroyd</b>
<b>Version</b>	<b>V1.0</b>

## Roles and Responsibilities

The Trust has overall responsibility for the effective operation of this policy. The **Executive Steering Group** is responsible for approving this policy and monitoring its effectiveness.

The Executive Steering Group is responsible for ensuring that staff are treated fairly and consistently in the application of this policy and procedure.

The Executive Steering Group has delegated day-to-day responsibility for operating the policy to the SCITT Director. The SCITT Director has specific responsibility to ensure the fair application of this policy and that procedures are followed.

## Introduction

Ripley ITT understands that trainees may need contributions to travel costs during their training to support journeys to placements. Ripley ITT will ensure that trainees are provided with consistent advice and are cognisant of any financial implications related to travel costs. This policy is not intended to form the basis of a contract between the SCITT and the Trainee and may be amended at any time.

## Aims

- > to ensure that trainees understand how to apply for contributions to travel and are aware of financial implications
- > to provide clarity to trainees about the procedures for reimbursing travel costs
- > to ensure that the process for payments and contributions to travel is completed in a

fair and equitable manner in line with our Equality Policy

## Travel Policy

Ripley ITT is a partnership which involves schools in Lancashire and South Cumbria. Trainees are placed in two schools during the programme and training days are hosted and delivered by partner schools on Fridays according to the best expertise available across the SCITT.

Trainees are therefore expected to travel to schools across the partnership for placements and training. Travel expenses may be payable by Ripley ITT to trainees using the following criteria:

- Trainees are not in receipt of a training bursary or salary
- Trainees receive the full maintenance loan from the Student Loans company
- The total daily cost of travel to and from placement must be greater than the total daily cost of the journey to Ripley – the difference in cost between the two journeys can be claimed
- Payment will only be made for expenses already incurred – claims for future expenses will be rejected
- Reimbursements will only be paid for days spent at placement – not days at Ripley, voluntary days or test runs to placement; this will be cross-checked against the placement calendar
- Home address is classed as either your permanent home address or term-time address

### Important notes for claiming

- Payment will be made by BACS to the trainee's account
- Claims are processed monthly
- Valid car journeys will be reimbursed at 35p per mile –fuel receipts do not need to be submitted
- Trainees must be insured to drive the vehicle
- If travelling by public transport all public transport tickets/ receipts must be retained and submitted as attachments with the expenses claim form
- Trainees will be reimbursed for the most cost-effective journey to placement settings, e.g. this may be a weekly ticket rather than single/ daily tickets

### Recruitment of trainees:

Potential applicants to Ripley ITT are made aware of the travel requirements before accepting a place on the programme:

- Details of placement schools and the need to travel to schools is made clear on our Publish course information for Find Postgraduate Teacher Training and our marketing website ([www.ripleyITT.co.uk](http://www.ripleyITT.co.uk))
- At selection interviews Ripley ITT explains to applicants the location of partner schools, our rationale for placements, our training days, and the need to travel on this programme
- At marketing and recruitment events Ripley ITT provides details of the location of our partner schools

## **Placement of trainees:**

Once trainees have accepted offers of a place on the programme Ripley ITT allocates them to schools for their placements. Our rationale for allocating trainees to placements incorporates:

- Quality of mentoring in partner schools in specific subjects
- Placement offers made by partner schools
- Reasonable travel distance for trainees
- The aim to experience different types of school
- Matching of trainee strengths and training needs identified at interview with placement characteristics
- Accessibility by public transport where trainees do not drive or have a car

It might not be possible to place trainees at partner schools close to where they live. Wherever possible Ripley ITT will minimise travel difficulties as follows:

- Ripley ITT will try to ensure that the longer B placement involves shorter travel if the A placement is further away from home
- Ripley ITT encourages trainees to car share if public transport is not possible
- Ripley ITT can help with funding for taxi transport where absolutely necessary if other options are not available

## **Conferences and Subject Pedagogy Days:**

These are normally held on Fridays at school venues across the partnership. Start and finish times are organised to allow travel time. Trainees are encouraged to travel together as much as possible to reduce costs.