



Playscheme -Travel Claims Guidance

Playleaders and deputies working preparation time, before the playscheme commences, have the Vale of Evesham School as their work base.

Therefore claims for mileage, using form TA2 (blue), will be paid over and above normal travel from home to school in relation to training courses attended (off site) prior to the scheme.

In addition, mileage is also payable for visits undertaken pre-scheme for assessment purposes; to include home visits and other educational establishments.

When visiting children, it is only the new children that should be visited at their home address, enabling the opportunity to talk to the parent/carer as well. When undertaking home visits we recommend you arrange 2 or 3 at a time, to reduce mileage costs.

All returning children should be visited in school settings wherever possible. All external-school visits should be arranged so that as many children as possible can be visited at the same time.

Travel Claim forms should be submitted to the School Business Manager for signature.

The deadline for forms to be submitted is the last Friday of the month or as soon after as possible.