



**Ivington C of E
Primary and
Pre-school**

*Reaching together with the Fruit of the
Spirit (Galatians 5:22-23)*

**Workplace Relocation
Policy**

Approval of the Governing Body

This document is a statement of the aims, principles and strategies for:

Workplace Relocation Policy

at

Ivington CE (VA) Primary and Pre-school

It was revised during the:

Spring Term 2024

It has been agreed and is supported by the teaching staff and the governing body.

We aim to review this policy during the:

Spring Term 2027

Or sooner if necessary



**Linking with our Vision – Reaching together with Love, Joy and Peace
(Galatians 5:22-23)**

To provide a caring, Christian ethos for the school, which inspires and excites a shared enthusiasm for life and learning.

At Ivington CE Primary and Pre-school, through our strong Christian ethos and focus on nine important Christian values, we are committed to providing a deeply nourishing, spiritual, ambitious, and broad curriculum.

Our motto, 'Reaching together' underpins our belief in equality of opportunity for all, where we actively endeavour to promote understanding and appreciation of our diverse society and give each child a special place in the world where they feel valued, essential to our community and equipped with the necessary skills to make a positive contribution.

We perceive our role to be opening a 'Window on the World', through which our pupils are actively encouraged to develop respect for the beliefs and cultures which enrich their everyday lives and encourage others to do likewise.

We strive to eliminate inequality through our deep Christian ethos of respect and understanding of all groups in society, which ensures that everyone at Ivington will be treated fairly despite his or her creed, colour, disability, or gender.

More details are available in our Inclusion, Racial Equality and Equal Opportunities policies.

The health, safety, and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure, and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

INTRODUCTION

The purpose of this policy is to set a framework for the reimbursement of employees' additional travel to work expenses incurred arising from a permanent compulsory change of workplace. The governing body recognises the need to provide appropriate reimbursement so that employees are not "out of pocket" as a result of their relocation. In defining the rates to be paid, this policy also takes into account the financial constraints affecting the school.

All employees who have been based at a current school location for at least 6 months prior to the date of relocation are eligible, with the exception of casual employees.

Where head teachers are aware of an impending workplace move, new staff recruited within 6 months of the change in workplace, should be advised at the interview and appointment stage of the future change in workplace arrangements.

PRINCIPLES

The principles which underpin this policy are as follows:

- An eligible employee should not suffer any significant financial loss or financial gain as a result of compulsory workplace relocation.
- Head teachers will know what payments are being made from their budget.
- Payments will be made for reimbursement of actual journeys made and employees will be expected to claim retrospectively.
- Calculation of excess mileage payments will
 - be based on the shortest available route
 - be based on the difference between the distance of travelling from the employee's home to the new place of work compared with home to the old place of work.
- When staff travel directly from home to site, the following arrangements for claiming mileage will apply:
 - Only mileage in excess of home to old school base can be claimed for.
 - Miles travelled up to the level of current excess mileage payment will be paid for in accordance with this procedure.
 - Any business miles in addition to current excess mileage payments are claimed as business mileage.
- Where the increase in travelling distance (or public transport costs) is less than the minimum level set in the policy, employees will not be entitled to make a claim
- Should there be a further move in working base during the payment period, the position will be reviewed using the guidance within the policy and claims adjusted accordingly
- Payments will operate for a period of 18 months from the date of the workplace relocation.

- When an employee is absent from work for any reason, payment under the provision of this policy will cease until the employee returns to work. I.e. claims should be made only for periods of work.
- In the case of attendance at training courses, only mileage in excess of home to old school base should be claimed for.
- The additional miles should be claimed as training expenses on the appropriate claim form and at the appropriate training mileage rates.
- If an employee voluntarily changes their permanent place of residence to a location closer to the new place of work, the entitlement to excess travel expenses will reduce accordingly with effect from the date of the move. If the new residence is further away from the new place of work the school will maintain the existing payment level for the remaining period of entitlement for payment
- Where an employee voluntarily accepts appointment to another post and the basic salary level of the post to which they are appointed is above their current salary level, entitlement to payment under the provision of this policy will cease.
- Misuse of this policy will be dealt with through the provisions of the disciplinary procedure.

RATE OF PAYMENT

There are 3 rates/methods of payment available under the provision of the policy; lease car holders, other car users and public transport users.

Lease Car Holders

- Payment will be equivalent to either the “Petrol, “Diesel t”, “LPG” or “Electric” as appropriate, per mile as identified by HMRC for company cars for a vehicle with engine size 1400cc or less.
- Current rates can be found on the HMRC website [Advisory Rates for Company Cars](#).

Other car users

- Reimbursed at HM Revenue & Customs rates. With effect from April 2011 these are:
- Up to 10,000 miles per annum 45 pence per mile
- Over 10,000 miles per annum 25 pence per mile
- Employees will also be paid an additional 5p per mile if they carry additional passenger(s). The passenger must be an employee of the school and on school business in order to claim the additional 5p per mile.

Public transport users

- The route used to and from work must be the shortest route, available by public transport, which enables the employee to arrive at work on time.
- Public Transport rates claimed must be the cheapest available. Receipts must be provided and attached to the expenses form.

PROCEDURE

To claim payment

- Employee completes form RE2 Claim for Workplace Relocation Expenses monthly in arrears. The form provides for a weekly return of journeys made.
- Head teacher or nominated representative checks, authorises and passes to HR Services for payment in salary

COMPLIANCE

Failure to follow this policy and procedure may impact on good employee relations and the reputation of the school and governing body as a good employer. In addition, it may result in the school and governing body breaching employment legislation and incurring financial penalties.

All employees are expected to operate in accordance with this policy and failure to do so may result in being investigated which may lead to formal action under the appropriate managing performance or disciplinary policy and procedure.

IMPACT ON THE SCHOOL'S PRIORITIES

The policy provides clear statements about governor, head teacher, manager and employee responsibilities to ensure that the conduct of all school employees is of a high standard. This process supports schools in delivering excellent teaching and learning and enables the governing body to effectively meet its key school priorities.

TRAINING AND AWARENESS REQUIREMENTS

Head teachers and employees will be informed about this policy and procedure via appropriate communication channels.

MONITORING

The Corporate Director, Childrens and Young People is responsible for ensuring the implementation and review of this policy and procedure for LA schools.

The governing body is responsible for adopting and implementing this policy and procedure.

10 REVIEW

This document will be reviewed after three years unless circumstances demand a review before then.

Version log

| Version | Status | Date | Description of change | Reason for change | Pages affected |
|---------|---------|---------------|---|-------------------|----------------|
| 0.01 | DRAFT | Aug 13 | Adapted from source document (HC policy as at 9 Jun 13) | New school policy | All |
| V1.0 | FINAL | Nov 13 | Published | New school policy | All |
| V1.1 | UPDATED | Sept 16 | Reviewed and updated template | Review | All |
| V1.2 | Final | November 2023 | Updated in line with HMRC guidance | Review | All |
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APPENDIX 1 – DEFINITIONS AND RESPONSIBILITIES

RESPONSIBILITIES

Eligible Employees

- To submit their form on regular basis to their head teacher or nominated representative
- Only claim when at work
- To advise of any change in circumstances e.g. change in home address etc.

Head teachers or nominated representatives

- To check & sign the form and forward to HR Services.

Enquiries to – HR Services.