



ORMISTON
SIX VILLAGES
ACADEMY



RELOCATION POLICY

(REIMBURSEMENT SCHEME FOR
TEACHERS)

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1. Introduction

- 1.1 This document contains details of the Academy scheme to assist newly appointed experienced teachers who need to move house to take up their post.
- 1.2 The scheme is open to all teaching staff appointed to permanent posts, other than Newly Qualified Teachers taking up their first appointments and the maximum expenditure allowed under the scheme is £1,400. Teachers eligible to apply for assistance who are not selling a property, but will be buying in agreed locality, will be able to apply for assistance under section 8 below, up to a maximum of £400.
- 1.3 All expenses reimbursable under this scheme are exempt from income tax and national insurance contributions as long as they are incurred before the end of the tax year in which you take up your employment.

2. Scheme details

- 2.1 Reimbursement may be claimed in any of the following areas, subject to the limit of £1,400 not being exceeded.

3. Removal expenses

- 3.1 To qualify for assistance two quotes for the cost of the removal need to be produced, and it is the lower quote that will be reimbursed.

4. Temporary accommodation

- 4.1 Should employees have to stay in temporary accommodation prior to moving into their new home, they would be able to claim the cost of both removals, subject to the production of two quotes for each occasion. It is again the cost of the lower quote that will be reimbursed.

5. Legal and estate agent fees

- 5.1 Employees can reclaim the fees incurred by the sale of their old home and the purchase of their new home by providing receipts for the actual expenditure involved. Even if estate agents or auctioneers are not used to sell the home, advertising costs may be reimbursed providing receipts for the costs concerned can be produced.

6. Search for accommodation

- 6.1 If an employee lives more than 100 miles from their new school and they have to search for accommodation, reimbursement will again be based on current rates. They would also be able to claim for meals and overnight accommodation allowances at the current rates, (receipts would be required):
- 6.2 Employees can make claims for up to a maximum of two days for both themselves and their spouse/partner.

7. Lodging/travel allowances

- 7.1 If employees need to maintain two homes on taking up their appointment, they are able to claim an allowance pending the sale and/or purchase of property.
- 7.2 In addition, from the date of appointment, employees can claim travel between their previous home and lodgings/temporary accommodation once every three weeks at the current rates.
- 7.3 Alternatively, should employees wish to avoid having to maintain two homes, they could choose to commute daily to the Academy until they are permanently relocated. In such circumstances, employees should request that the Academy contributes to traveling costs rather than making a claim for lodging allowance.

8. Disturbance allowances

- 8.1 Once an employee has moved into their new home, they will be entitled to claim reimbursement for disturbance costs in the following areas (again, receipts would be required):
- reasonable alteration or replacement of carpets, curtains, fixtures and fittings
 - costs incurred for items such as the reconnection of a telephone, installation charges for cookers etc and the dismantling and/or re-erecting or the TV aerial
 - costs incurred in connection with the storage of furniture.

9. Conditions of the scheme

9.1 There are a number of conditions to the relocation scheme. These are:

- (i) The scheme is open to teaching staff appointed to posts at the Academy, other than Newly Qualified Teachers taking up their first appointments.

Employees should currently live outside a 30 mile radius of the Academy and move at least 15 miles nearer and to a location within the 30 mile radius. The sale and purchase must be the employees' principal residence.

- (ii) Reimbursement is made on the understanding that the employee's spouse/partner is not receiving assistance with the relocation from another source.

If the employee's spouse/partner is entitled to receive relocation expenses but the scheme does not fully meet all the elements of the Academy scheme, then some elements of this scheme may be available at the discretion of the Finance & Business Director.

- (iii) The employee must register their intention to move home within three months of appointment and actually move within two years of appointment.
- (iv) An allowance paid under the relocation scheme must be repaid in full if the employee leaves the service of the Academy within two years of their appointment and on a reducing balance for each month of the third year.
- (v) Claims for reimbursement should be submitted to the Finance & Business Director as soon as the employee has the necessary receipts for individual items. Employees do not need to wait until their move has been completed.
- (vi) Under no circumstances will the maximum figures of either £1,400 or £400 be exceeded.

Any queries regarding the relocation scheme should be referred to the Finance & Business Director.