



## Legal advice on employment matters insurance scheme 2024-25 claims

31 Jan 2025

All claims need to be submitted to schools HR by **Friday 28 February 2025**, in order to be processed and paid by the end of the financial year.

We cannot guarantee that claims received after this date will be processed and paid in time to meet the financial year-end deadline.

Please also inform schools HR of any potential claims (relating to financial year 2024/25) that will not be received in time to be paid by the end of the financial year, so we are aware of claims to be made against the scheme.

Where this is the case, we would remind schools that they will need to make an accrual for this payment.

### Claim form

Complete the [insurance claim form](#)

If you have any queries please contact Jackie Bouchier (contact details below).

### Related content

[HR policies and procedures](#)

### Was this page useful?

- [Yes](#)
- [Neutral](#)
- [No](#)

### Contacts

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Last updated: 04 Feb 2025