### NEU – SCHOOL BASED REPRESENTATIVES TRAINING EVENT

***Schools to complete table below, in order to claim reimbursement for the cost of supply cover, when their school based NEU representative attends a NEU training event.***

|  |  |
| --- | --- |
| **Date of NEU Training Event** |  |
| **Name of school** |  |
| **Name of the Teacher who is attending the NEU briefing** |  |
| **Name of the supply teacher providing cover (and the name of agency, if used)** |  |
| **Cost of the supply teacher** |  |

The reimbursement will be made as a direct payment into the School’s bank account (as we can no longer do journal transfers to schools).

*Please return completed form to Jackie Bourchier, Schools HR, Perceval House -* *jbourchier@ealing.gov.uk*