

The Devonshire Hill Nursery & Primary School

Weir Hall Road, Tottenham, London. N17 8LB

Tel: 020 8808 2053 Fax: 020 8885 8786

Headteacher: Julie D'Abreu

Email: admin@devonshirehill.haringey.sch.uk

Website: www.devonshirehill.com



CPD Policy – Appendix A

[NAME]

[ADDRESS]

[Date]

Dear [NAME]

Acceptance of application to attend [NAME OF COURSE]

I am pleased to inform you that your application to attend [NAME OF COURSE] has been accepted, based on the following terms:

1. In consideration of this, you agree that if your employment terminates after the School has incurred liability for the cost of you attending this course, you will be liable to repay some or all of the fees, expenses and other costs associated with such training courses.
2. Except in the circumstances set out below, you shall repay the School as follows:
 - a) If you cease employment before you attend the training course but the School has already incurred liability for the costs, 100% of the costs or such proportion of the costs that the School cannot recover from the course provider shall be repaid;
 - b) If you cease employment during the training course or within 12 months of completing the training course, 100% of the costs shall be repaid;
 - c) If you cease employment more than 12 months but no more than 24 months after completion of the training course, 50% of the costs shall be repaid;
 - d) If you cease employment more than 24 months after completing the course, no repayment shall be required.

You shall not be required to repay any of the costs if:

1. The School terminates your employment, except where it was entitled to and did terminate your employment summarily; or
2. You terminate your employment in response to a fundamental breach by the School.

You must agree to the School deducting the sums under this clause from your final salary or any outstanding payments due to you.

You must further agree that if the School waives your obligation to repay the costs under this clause, you will be solely responsible for any income or other tax payable as a result of the waiver and you shall indemnify the School on a continuing basis in relation to any such tax.

Cont/d...



TeachFirst



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I have provided two copies of this letter. If you are happy to agree to the terms set out in this letter, please sign and return one copy of this letter to [NAME] by no later than [DATE] to enable the School to book the above course.

If you have any questions, do not hesitate to contact [NAME].

Yours sincerely

Julie D'Abreu
Headteacher
For and on behalf of The Devonshire Hill Nursery and Primary School

cc: Chair of Governors

Application to attend [NAME OF COURSE]

I agree to all terms as set out in this letter.

.....
Signed

.....
Date

.....
Name (Print)

