



Partnership Development Manager
Kingsbury High School
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<http://Kingsburyssco.org.uk>

PLT- Payments 2008/09

Procedure to be followed for claiming PLT release time payments.

- A) Complete the PLT log of work
- B) Calculate the total number of days being claimed – max 12 days
- C) This needs to be signed by PLT, headteacher and confirmed by SSCO
- D) Raise an invoice (on your school headed notepaper) from your school finance officer for the total amount

Number of days @ £150 per day

- E) Send invoice plus the signed PLT log of work to:-

Chris Gibson
Kingsbury High School
Princes Avenue
Kingsbury
London
NW9 9JR

This needs to be received by me by **June 19th**.

I appreciate that this may involve you claiming for days which you have not yet worked eg multi sport festival – this is acceptable

I would like to send out all these cheques prior to the end of term.

Any problems contact me

Chris Gibson

**Chris Gibson
Partnership Development Manager**