



Martlesham Playschool
 At Gorseland school
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 Martlesham Heath
 Ipswich IP5 3QR
 Tel 01473 625986

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Buysite: www.buy.at/mplayschool

Website: www.playschool.martlesham.org.uk

A member of the Pre-School Learning Alliance

PLEASE DO NOT REMOVE

TRAINING POLICY

Martlesham Playschool will pay members of staff to attend relevant courses which are of benefit to the individual as well as the Playschool – being :-

- First Aid
- Food Hygiene
- Safeguarding
- Senco
- Makaton

The member of staff will be reimbursed their current hourly rate of pay for the hours they are attending the course (not including travel time).

Martlesham Playschool will reimburse the member of staff for travel costs, ie. bus fare upon producing the bus ticket, or the rate of 40pence per mile for the use of their car.

Martlesham Playschool will also pay the course fee.

Martlesham Playschool reserves the right to claim back the individual’s wages paid for attending the course if they leave our employment within 12 months of gaining the qualification.

This policy will be reviewed annually (and is dependent on the finances of Martlesham Playschool).

This policy was adopted at a meeting of	Martlesham Playschool	
Held on (date)		
Signed on behalf of the Management Committee		
Role of signatory (e.g. chairperson etc.)		
This policy was reviewed on		(date)
<i>continue as necessary</i>		(date)