**Recruitment Relocation Scheme**

This scheme applies to employees appointed to middle leaders and leadership posts at Sir Robert Pattinson Academy. If as a result of taking up an appointment with Sir Robert Pattinson Academy, the post holder is required to move residence (owned or rented), this scheme provides financial assistance towards the costs of moving home and resettlement nearer to the academy.

**Eligibility**

* This scheme will not apply where the journey to work could reasonably be undertaken without moving home. Whether a journey to work could reasonably be undertaken without moving home shall be determined at the sole discretion of the Academy, but as a guide, a return journey of 80 miles is likely to be regarded as reasonable.
* The appointment to Sir Robert Pattinson Academy must be the sole reason for moving.
* The move must be completed within 1 year of taking up the appointment and the final claim is made within 6 months of moving house. Claims made after this date will not be paid.
* The appointment must be permanent and will be subject to claw back where the appointment is terminated less than 24 months after commencement.
* The candidate’s spouse or cohabitee is not entitled to claim a similar or any allowance from Sir Robert Pattinson Academy.

**Conditions**

* An employee applying to receive payment under this scheme will be required to sign an agreement declaring that they meet the eligibility requirements. Failure to meet these conditions will result in part or all of the allowance being repaid to the academy. Should the employee leave the academy or be dismissed, payment will be repaid as below:

Departure anytime during year 1 – 100%

Departure anytime during year 2 – 75%

* Receipts must be provided for all claims
* The maximum amount payable under the scheme will be £2,000
* Other terms and conditions will apply.