

SCHOOL OF EDUCATION

TRANSPORT & ACCOMMODATION

INFORMATION FOR STUDENTS UNDERTAKING SCHOOL PLACEMENTS

These notes are for the guidance of all PGCE and Undergraduate Education students.

*Students are responsible for their travel and accommodation costs while on School Placements. **The University has no formal obligation to organise transport for the students nor reimburse travel or accommodation expenses.** However, given the geographical location of many schools used for school placements, the University will assist students in making appropriate arrangements and reimburse some costs in accordance with the guidance below.*

Information about transport and accommodation

1. The Partnership Office is in the Main House (MH.201) and all queries, about transport and accommodation, are handled there. Please contact Kim Tapper, Transport and Accommodation Officer, email: k.tapper@bathspa.ac.uk. Telephone: 01225 876238.
Hours of work: Monday-Wednesday: 08:30 – 1:30 and Thursday: 08:30 – 12:00.
2. **If students wish to claim transport and accommodation costs, whilst on school placement, they must discuss their arrangements to check if they are eligible to claim with the Accommodation Officer BEFORE the school placement begins.**
3. The decision on whether students are placed in accommodation, (away from term-time accommodation) or travel daily, will be based on distance and on the cost of travel. In all cases the University will take the cheaper option.
4. Referred students receive no travel or accommodation expenses.
Deferred students through illness or other extenuating circumstances, may be reimbursed.

Transport

5. **All students are responsible for the first £5 of their travelling costs each day.** The University will reimburse costs in excess of £5 per day providing this has been agreed in advance and receipts are provided, as necessary.
6. The maximum reimbursement to any student travelling alone is £10 per day whilst on block placements. If estimated costs exceed this then the student will be expected to go into accommodation local to the school.
7. If students anticipate having particular problems in relation to transport they should inform their tutor immediately.
8. On the **SCHOOL PHASE 2** – students, wishing to claim travel expenses for daily travel, may be asked to provide evidence of their commitment to term-time accommodation (such as a tenancy agreement) in order to validate their claim.

Travel by car

9. Agreement for the use of the student's own transport **must be approved** by the Accommodation Officer prior to the beginning of any school experience. Students using their own car will be asked to sign that they have appropriate insurance and they are asked to read the insurance leaflet carefully before they sign.
10. Where students are able and willing to provide their own transport, and are also willing to transport other students to the same or nearby schools, the current rates apply AFTER THE FIRST 40 MILES PER DAY or the distance of their usual travel to University (whichever is the greater):

12p per mile travelling alone
18p with one passenger
21p with two passengers
24p with three or more passengers.
11. Students being given a lift will be expected to contribute to the driver's costs. It is recommended that students negotiate with their driver on the basis of contributing £2.50 a day.
12. The rate of 8p per mile will be paid for travel by motorcycle.

13. When the agreed driver is ill, and the notification of this is too late for the passengers to use public transport, the fare for a taxi for the passengers will be reimbursed against a receipt - for the first outward journey only. Public transport should be used for the return journey.
14. In some cases where public transport is not available the Partnership Office may arrange a taxi for a group of students. **Where this occurs, students will each be asked to contribute £5 a day to the cost of the taxi.**

Making claims

15. **No claim will be accepted unless approval for payment has been agreed in advance by the Accommodation Officer.**
16. Claims may be made either by car drivers or by those who have used public transport. Claim forms are available from the Partnership Office and online at <http://www.bathspa.ac.uk/services/finance/forms/students/StudentExpensesclaimfm.pdf>.
17. **All claims must be signed by the Supervisor – Undergraduates, Personal Tutor – Primary and Early Years and Course Leader - Secondary, who should be satisfied that the student has attended school on the days claimed.**
18. All travel claims must have your name, address, student number, and full details of your course. They should also indicate each day on which you have travelled.
19. If you are claiming for car mileage, you must give the names of passengers carried.
20. If you are claiming for public transport your claim must be accompanied by all the necessary receipts, tickets etc., otherwise payment normally will not be made.
21. Reimbursement of travel expenses will be made by Bank Transfer (BACS), where details have been provided, or by cheque. *Payments will not be released if there is an outstanding debt to the University on the student's account.*
22. If students opt not to travel daily (or cannot for any reason) and are accommodated by BSU – please refer to the accommodation notes below.
23. Travel claims must be submitted within one month of completion of the school phases otherwise claims will not be valid.

Accommodation

24. Students are often allocated to schools, some distance away, for their placement which may require them to live in accommodation near the school. If placing students in accommodation away from the University is cheaper than reimbursing daily travel, the University will expect students to live in accommodation away from University for the duration of the school placement. This will apply if individual travel exceeds £10 per day, (after the usual £5 deduction – see clauses 5 & 6)
25. If a student chooses to travel every day to a school placement rather than take accommodation they will be paid a maximum of £10 per day, (after the usual £5 deduction – see clauses 5 & 6).
26. If a student, who travels within a daily 60 mile radius to their school, opts to be accommodated (for whatever reason) the student will be expected to make a contribution towards the accommodation **of up to £5 per day***. In these cases students will be invoiced separately. *(*Please note these costs are distance banded.)*
27. During the Autumn Term the University will pay landlords/ladies for accommodation, where approved. THIS WILL **NOT APPLY DURING THE SCHOOL PHASE 2** – see notes below.
28. If at any time arrangements are changed without the agreement of the Accommodation Officer, the student will be held responsible for the costs involved. If BSU, as is usual, has a binding contract with the supplier of the accommodation for the full period of the school experience and the student leaves the accommodation without the agreement of the Accommodation Officer, the student will become liable for any outstanding balance on the contract.
29. If the University decides to remove the student from their school phase placements, then providing the Accommodation Officer is informed by the student **immediately**, the student will **NOT** be held responsible for paying outstanding monies to the landlord/lady.

School Phase 2

30. **Secondary, Primary and Early Years' Students are responsible for the cost of their accommodation during the School Phase 2. Students are therefore advised not to renew accommodation contracts in Bath until they have ascertained the location of their final placement.**

The University will pay for travel to new accommodation and for one return journey (at the rates given in clause 11) to all PGCE students who are required to move to accommodation outside Bath for their final school placement.