**SCHOOLS LEGAL ADVICE ON EMPLOYMENT MATTERS**

# INSURANCE/ MUTUAL SCHEME

# CLAIM FORM

Name of School ……………………………………………………………

Under the criteria set out in the scheme, this claim is made in accordance with:

* + 1. Responding to an Employment Tribunal Application and preparation for/attendance at hearing.\*
    2. Responding to a claim lodged at another court or with a statutory body, by an employee or ex-employee that relates directly to their employment, and preparation for/attendance at hearing.\*
    3. Advising the school on an HR issue that requires legal input.\*

\* Please delete the criteria that do not apply.

The case to which this claim refers is …………………………………………

……………………………………………………………………………………..

(state the name of the applicant or claimant or other identifying feature of the case)

The invoice for legal services amounted to £ (please attach copy).

In accordance with the criteria set out in the scheme, I now claim for the maximum amount payable to the school.

Signed ………………………………………… (Head teacher) Date …………..

Please return to:

J Bourchier

Schools HR Consultancy Team

5th Floor SW

Perceval House

Ealing W5 2HL

Amount approved for payment £………………………………

Approved by …………………………………………………… Date ……………………

Print Name ……………………………………………………..