

# Caldecote Community Primary School



## CPD Policy

**Care, Challenge, Persevere, Succeed - we are Caldecote!**

Draft completed August 2021 by KB  
Ratified by Governing Body  
Reviewed Annually – August 2025  
Next Review – August 2026

## **Aims**

The school is committed to supporting Staff Development through Continuing Professional Development (CPD).

## **Procedure**

Each individual request for any financial support for training will need to be made in writing to the Governing Body with a copy to the Headteacher.

Every request will be considered on an individual basis. Consideration will be given to:

- how relevant the training is to the priorities and needs of the school
- the current School Improvement Plan
- personal professional development needs
- the impact on the school
- amount of funding requested

Any final decision will be dependant on the school budget.

Individuals may be offered lower amounts than the maximum amounts of funding listed below.

Individuals may be offered financial support for the course as a whole or for a fixed time period.

The Governors will not set a negative budget.

The Headteacher, on behalf of the Governors, will inform the individual requesting support in writing of the final decision.

Agreed financial support may be withdrawn immediately for non-attendance or completion of work required.

Agreed financial support will cease immediately if an individual leave's our school.

Any support will be paid on successful completion of the course (For courses that are longer than a year payment will be made at the end of each successfully completed academic year)

## **Maximum amounts of funding that may be offered**

Funding will be considered only:

- up to a maximum of either 50% or £3000, whichever is the least, in any one academic year

and

- up to a maximum of £5000 in a 10-year period.