

## Lacey Green English Hub

### Instructions for claiming cover costs for attending a virtual showcase event

Attendees can claim £100 per person (for supply cover costs). Maximum claim is £200 per school.

Please raise an invoice to include the following information:

- your school letterhead
- to Lacey Green Primary Academy, Barlow Road, Wilmslow, SK9 4DP
- the name of the attendees and the date of the showcase event
- invoice total £100 for 1 attendee or £200 for 2 attendees
- your school bank account sort code & account number
- your email address to send the remittance advice

Email invoices to [admin@laceygreenenglishhub.co.uk](mailto:admin@laceygreenenglishhub.co.uk)