

CLAIM FOR REIMBURSEMENT OF TEACHER RELEASE

Please use block capitals throughout in black or blue pen

Centre Number			
Centre Name			
Address for Remittance Advice			
Committee/Syllabus		Syllabus No.	
Teacher Name			

Date	Purpose of meeting	No. of sessions†	Amount claimed

Total number of sessions claimed

†A session is deemed to be of approximately 3 hours duration Amount Claimed* £

*See Note (5) overleaf

Declaration by Headteacher/Principal: I certify that the above employee was absent during directed time in accordance with the principles of the scheme as stated overleaf.

Signature: _____ Date: _____

For Edexcel Use Only

Code

Authorisation _____ Date: _____

TEACHER

If you are involved in a series of meetings or visits please put them all on one form.
After completion, this form should be handed to your Head teacher or Principal.

HEADTEACHER/PRINCIPAL

After certification, the claim should be returned to the Edexcel Finance Office at:
Stewart House, 32 Russell Square, London WC1B 5DN

REIMBURSEMENT FOR TEACHERS RELEASE - PRINCIPLES OF THE SCHEME

- (1) Edexcel will reimburse employers of teachers and advisory teachers who are released from their teaching duties in directed time to undertake specific duties, as set out by the criteria below, in connection with Edexcel.
- (2) Payments will be made for teachers or advisory teachers employed in the following types of establishment:

Schools maintained by an LEA
Grant-maintained schools
Independent schools
Colleges of further education
City technology colleges
Local education authorities

Payment will only be made for part-time teachers when the meeting takes place during their normal teaching time. Payment will not be made for supply teachers.

- (3) Payment will be made if the teacher is acting for Edexcel in one of the following capacities:

Category A:

- (i) external examiner/marker or awarder
- (ii) external moderator
- (iii) setters or revisors of question papers
- (iv) instructor or presenter of INSET courses

Category B:

- (i) committee member
- (ii) subject advisory committee member
- (iii) representative on regional or national organisations

- (4) Payment will NOT be made in the following instances:

- (a) to self-employed persons, supply or retired teachers;
- (b) for duties undertaken during holidays or at weekends - outside directed time;
- (c) for preparatory work carried out prior to any meeting;
- (d) for teachers engaged in examination activities as part of their duties covered by their contracts of employment including:
 - (i) attendance at a prescribed meeting of subject teachers;
 - (ii) initial marking or internal moderation of pupils' work at the teacher's school or college;
 - (iii) engagement in the LEA's or other employer's programme of INSET relating to examinations;
 - (iv) attendance at agreement trials;
 - (v) attendance at consensus moderation meetings.

These meetings fall within a teacher's duties covered by the School Teachers' Pay and Conditions Document. The employer is responsible for the cost of teacher release in the case of meetings under (d) above and for any expenses incurred by the teachers.

- (5) The rate of payment to employers of teachers will be notified by the responsible officer at the meeting, or when practicable, in advance of it.
- (6) The period of absence from employment in directed time may include travelling time, i.e. it is the total time away from teaching duties, not the length of the meeting that determines the sum that may be claimed.