



Pearson

# Guidance for Claiming Reimbursement of Teacher Release

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Teacher Release is used for Centres, Schools Colleges and Local Authorities who can claim for the reimbursement of releasing their Teachers to undertake specific activities in connection with Pearson Education.

## Accessing the claim form

Please [Submit Request for Teacher Release](#) through our online form. Throughout the form we make reference to Assessment Associates, or AAs. This is the member of staff that has been undertaking assessment related services on behalf of Pearson.

# Guidance for completing the online form

## Submitting a new claim to be paid directly a centre

Open the online Teacher Release form – [click here](#)

### Page 1

We will need details of the person completing the form so that we can contact you should we need further information about your submission.

Please select whether payment needs to needs to be made directly to the centre or to a local authority.

### Page 2

You will need at hand, the:

- Centre Number
- Centre Name
- Centre Address
- Centre Town/City
- Centre Postcode
- AA Forename
- AA Surname
- AA Number (6 digit reference number)

These are mandatory fields that must be completed accurately to ensure there is no delay to processing your claim.

### Page 3

Here, you will be asked to complete details of the activity undertaken by the AA.

- Select the date the activity took place
- Select the appropriate type of activity from the drop-down menu option. If you are unsure which type of activity was completed, please select other.
- You will need to identify the paper number or qualification which the activity related to.
- Select either 1 or 2 sessions. 1 session is deemed as half a normal working day (approximately 3 hours duration) and 2 sessions as a full working day (greater than 3 hours duration).

**Please note that the maximum number of sessions allowed to claim is 2 per day.**

### Page 4

Please read and complete the declaration page to submit your claim.

## Submitting a new claim to be paid directly a local authority

### Page 1

We will need details of the person completing the form so that we can contact you should we need further information about your submission.

Please select whether payment needs to needs to be made directly to the centre or to a local authority.

### Page 2

You will need at hand, the:

- Local Authority Name
- Local Authority Address
- Local Authority Town/City
- Local Authority Postcode

These details will be used to make payment.

### Page 3

You will need at hand, the:

- Centre Number
- Centre Name
- Centre Address
- Centre Town/City
- Centre Postcode
- AA Forename
- AA Surname
- AA Number (6 digit reference number)

These are mandatory fields that must be completed accurately to ensure there is no delay to processing your claim.

### Page 4

Here, you will be asked to complete details of the activity undertaken by the AA.

- Select the date the activity took place
- Select the appropriate type of activity from the drop-down menu option. If you are unsure which type of activity was completed, please select other.
- You will need to identify the paper number or qualification which the activity related to.

- Select either 1 or 2 sessions. 1 session is deemed as half a normal working day (approximately 3 hours duration) and 2 sessions as a full working day (greater than 3 hours duration).

**Please note that the maximum number of sessions allowed to claim is 2 per day.**

## **Page 5**

Please read and complete the declaration page to submit your claim.

**Once you have completed and submitted your Teacher Release Claim form this will be received by the Associate Payroll and Pensions team who will process the claim accordingly. All requests for valid claims will be paid within 30 days of submission. Please note, that where we do not have your correct bank details, payment will be made via Cheque as opposed to BACS transfer so may take longer to reach your account. If this is the case we will contact you and ask for bank details so that any future payments can be made via BACS.**

# REIMBURSEMENT FOR TEACHERS RELEASE - PRINCIPLES OF THE SCHEME

(1) Pearson 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 Pearson.

(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 centres
- Local education authorities

Payment will only be made for part-time teachers when the meeting or activity 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 Pearson 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/activity;

(d) if the claim is received by Pearson more than 3 months after the meeting/activity date;

(e) 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 where possible, in advance of it.

**(6)** The period of absence from employment in directed time may include travelling time for internationally based meetings, i.e. it is the total time away from teaching duties, not the length of the meeting/activity that determines the sum that may be claimed.