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|  **OPTICIAN TO COMPLETE****School Employee Vision Examination Form** |

Would you please provide the following details that will assist us to reimburse the bearer appropriately for the cost of the vision test and spectacles or contact lenses if required.

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| Cost of vision test: | **£** | *(as a guide a maximum of £30.00 will be refunded)* |

Refunds for eye tests should not be given more than once in 12 months unless an individual is having particular visual difficulties which may reasonably be considered to be caused by the use of display screen equipment.

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| --- | --- | --- | --- |
| a) | Does the person require spectacles or contact lenses? | **YES / NO** |  |
| b) | If yes, are these ‘special’ i.e. prescribed to correct vision defects at the viewing distance or distances used specifically for display screen work? | **YES / NO** |  |
| c) | If answer to b) is ‘Yes’, what is the cost of a simple pair of spectacles or contact lenses which would **solely enable the user to work on display screen equipment?** | **£** | *(a maximum of £50.00 will be refunded)* |
| d) | Date when you next require to examine this person: |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature of Optician: |  | Date: |  |  |
|  |  |  |  |  |
| Opticians Stamp: |  | **All receipts must be attached to this form for any reimbursement to be made.** |

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| **SCHOOL EMPLOYEE TO COMPLETE** |

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| Name: |  | Payroll Number: |  |
| Signature of Employee: |  | Date: |  |

**Reimbursement will not be made unless all the details above are completed.**

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| **HEADTEACHER TO COMPLETE** |

Headteacher authorisation: I confirm that the above employee is currently classified as a Display Screen Equipment “User” and that I have checked and verified the first part of this form.

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| School: |  | School Number: |  |
| Signature of Headteacher:*(or their designated representative)* |  | Date: |  |
| Job Title of designated representative:*(if appropriate)* |  | Print Name: |  |

Pay Group Employee Number

|  |  |  |  |  |  |  |  |  |  |  |  |
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| **E** | **E** |  |  |  | **0** | **0** | **9** | **7** | **0** |  |  |  |  |  | Eye test & glasses |

*Other Indirect Employee Expenses Not to exceed £80.00*

Please forward to the Payroll Team at Constantine House (or your school’s payroll provider) for payment.

**A copy of the Form and the receipt(s) must be retained in school for audit purposes.**

**Employee Vision Form Notes**

The School Employee Vision Examination Form must accompany any request for reimbursement. Reimbursements will only be paid through the monthly payroll; they will not be paid locally.

Employee Responsibilities:

You must ensure that:

* the Optician has completed the appropriate section of the form
* you have attached the appropriate VAT receipt(s)
* you have completed and signed the declaration before submitting the claim to the school

Further Information

*‘DSE Users’* are school staff that are required to regularly use display screen equipment such as computers and laptops as a significant part of their normal work in the school (daily, for continuous periods for an hour or more, several times each day, most days of the week).

The School will contribute up to £30 towards the cost of a sight test and up to £50 towards the cost of a basic pair of spectacles prescribed to correct vision defects at the viewing distance or distances used specifically for the display screen work concerned. If you choose to have spectacles or contact lenses of a higher specification then you are responsible for any additional cost.

‘Normal’ corrective appliances are spectacles or contact lenses prescribed for any other purpose than display screen use and are at the individuals own expense. Experience has shown that in most working populations only a small minority (less than 10%) will need glasses solely for display screen work.

There is no reliable evidence that work with display screen equipment causes any permanent damage to eyes or eyesight, but it may make users with pre-existing vision defects more aware of them. This may give some users temporary visual fatigue or headaches. Uncorrected vision defects can make work at display screens more tiring or stressful than it should be. If you are experiencing visual difficulties which may be considered related to the display screen work ensure you visit an optician immediately.

Those who need spectacles specifically for display screen work may include users who already wear spectacles or contact lenses, or others who have uncorrected vision defects.

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For schools purchasing the Schools’ Choice Payroll Service the form should be sent to:

Payroll Team

Constantine House

5, Constantine Road

Ipswich

Suffolk

IP1 2DH