## Template Letter – for schools where teachers are employed under the provisions of the STPCD

[Your Name]

Address line 1

Address line 2

Postcode

[Name of agency/school]

Address line 1

Address line 2

Postcode

Date

Dear [insert name of the agency to begin with and then send an identical letter to the school/college if the agency has not responded]

### REQUEST FOR INFORMATION UNDER REGULATION 16 OF THE AGENCY WORKERS REGULATIONS (AWR)

As I have now completed 12 weeks [list the dates from and to **OR** the series of assignments] undertaking supply teaching at [insert the name of the school/college], I understand that the provisions laid out under the Agency Workers Regulations (AWR) entitle me to equal treatment for the purpose of basic pay and working conditions, as if I had been directly recruited by [insert the name of the school/college].

I believe I qualified for the right to equal treatment for the purpose of basic pay and working conditions on [insert date] after undertaking specified work as defined by Regulation 6 of the Education (Specified Work and Registration) (England) Regulations 2003.

I understand that teachers working at [insert the name of the school/college] are engaged under the terms and conditions of the School Teachers’ Pay and Conditions Document (STPCD).

If the [insert the name of the school/college] had recruited me directly, I believe I would have been entitled to be paid under the provisions of the STPCD for teachers employed on a short-notice basis, meaning that I should be entitled to a daily rate equivalent of 1/195 of [insert salary for the relevant point on the pay scale e.g. M6],which equates to [insert relevant amount as a gross daily rate].

As such, I should have been receiving the daily rate referenced above from [insert qualifying date here], but instead I am currently receiving a daily rate of [insert daily rate here].

If you could please provide me with the following information as soon as reasonably practicable, but no later than 28 days from receipt of this letter, that would be greatly appreciated:

* all the information relating to the ‘basic’ working and employment conditions of teachers at [insert the name of the school/college];
* the criteria that the school/college [delete as appropriate] considered when determining the ‘basic’ working and employment conditions which applied to me from [insert qualifying date];
* the relevant terms and conditions that the school/college [delete as appropriate] believes applies to a ‘comparable’ employee, including an explanation of the basis on which the school/college [delete as appropriate] believes such an employee is ‘comparable’.[[1]](#footnote-1)

I very much look forward to hearing from you in the future.

Yours sincerely,

1. Please note that whilst the school/college is not legally obliged to respond to your request, if it fails to do so, an employment tribunal is entitled to draw an adverse inference from any such failure, or from evasive or equivocal responses. [↑](#footnote-ref-1)