## Template letter to an employer to request a meeting to discuss the school’s directed time calendar for schools that do not adhere to 1,265 hours

[Your Name/NASUWT position]

Address line 1

Address line 2

Postcode

[Name of school]

Address line 1

Address line 2

Postcode

Date

Dear [insert name of the school]

### REQUEST FOR INFORMATION REGARING DIRECTED TIME AND WORKING HOURS

As I am sure you would agree, the provision of a directed time calendar is a vital tool in enabling teachers to manage their workload and address issue associated with workload and the entitlement to a satisfactory work/life balance.

Whilst recognising that the [insert name of the school] does not adhere to the provisions of the School Teachers’ Pay and Conditions (Wales) Document (STPC(W)D) and is therefore able to set a different directed time calendar, I am sure you will no doubt appreciate that working time for teachers at the school should be clearly defined in contracts of employment.

This should be based around the school and identify the number of hours a teacher can be directed to undertake the professional duties of a teacher at [insert name of the school], including timetabled teaching as well as any meetings and duties such as parental consultations, planning, preparation and assessment (PPA) time, leadership and management time (as appropriate), and meetings.

Currently, it appears that the school does not appear to have a directed time calendar which details the aforementioned information for teachers at [insert name of the school].

As such, I would like to request a meeting with you in my capacity as NASUWT Representative for [insert school name/local association name/federation name etc.] in order to discuss and agree the directed time calendar for the next academic year.

The provision of a published directed time calendar is critical to ensure teachers’ working hours are reasonable and effectively managed so that they are able to achieve a satisfactory balance between work and home.

Yours sincerely