Freedom of Information Request Template Letter – supply teacher spend

[Your Name/NASUWT position]

Address line 1

Address line 2

Postcode

[Recipient’s Name]

Address line 1

Address line 2

Postcode

Date

Dear [insert name]

**FREEDOM OF INFORMATION (FOI) REQUEST REGARDING SPENDING ON SUPPLY TEACHERS**

The NASUWT knows that you will recognise that supply teachers are a valuable resource to schools, assisting them in maintaining high standards.

As such, the Union is requesting information from [insert the name of the local authority/school/college] about the use of supply teachers and the amount that has been spent by the school/college [delete as appropriate] in the last academic year [insert alternative timescale here, as appropriate] on the procurement of supply teachers.

In addition, we would be grateful if you could provide, in writing, the following information:

* How many supply teachers you have engaged on assignments in the last academic year [insert alternative timescale here, as appropriate], including how many were:
  + engaged on ad hoc, day-to-day supply?
  + engaged on assignments in excess of a week, but less than 12 weeks?
  + engaged on assignments in excess of 12 weeks?
* How many supply teachers were engaged directly by the [insert the name of the local authority/school/college] during the last academic year [insert alternative timescale here, as appropriate]?
* How many supply teachers were engaged via a recruitment agency by the [insert the name of the local authority/school/college] during the last academic year [insert alternative timescale here, as appropriate]?
* How many supply teachers were engaged via the National Procurement Service (NPS) framework during the last academic year [insert alternative timescale here, as appropriate]?
* What is the average daily rate of pay for a supply teacher working at [insert the name of the local authority/school/college]?
* Does the rate offered to a supply teacher differ according to whether or not they are employed directly by the [insert the name of the local authority/school/college]?
* If there is a difference, can the [insert the name of the local authority/school/college] please provide a breakdown of the differing rates of pay?
* Can the [insert the name of the local authority/school/college] please provide the details of the recruitment agency/agencies which it has used in the last academic year [insert alternative timescale here, as appropriate]?
* Can the [insert the name of the local authority/school/college] please provide details of the average commission rate charged by recruitment agencies for the procurement of supply teachers?

Please note that the NASUWT is making this request for the information outlined above under the Freedom of Information Act 2000 and therefore requires a response within 20 working days.

If you could please respond to the address at the top of this FOI request, that would be greatly appreciated. I look forward to hearing from you.

Yours sincerely

[Insert name and NASUWT position held]