## Template letter where there has been no response from the employer to a request for 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]

### FURTHER REQUEST FOR INFORMATION REGARDING DIRECTED TIME AND WORKING HOURS

You will recall that I wrote to you on [insert date], as the NASUWT Representative for [insert school name/local association name/federation name etc.] to request a meeting to discuss the importance of establishing the details of the directed time calendar for the next academic year as a means to address issues associated with workload and the entitlement to a satisfactory work/life balance.

Unfortunately, I do not appear to have received a response to this request, despite the significance of this issue to members working in the school.

As such, I am now asking to meet with you as a matter of some urgency to progress this matter and to agree a published directed time calendar for the next academic year.

### OR

Following previous correspondence sent to you on [insert date] regarding the details of the directed time calendar for the school for the next academic year, I am still awaiting a response.

### FOLLOWED BY

As you are aware, all teachers working at [insert name of the school/college] have an entitlement to understand exactly when they can be required to work up to a maximum of [insert number of days the school requires members to be available to work if different from 195 days], including when they can be required to teach pupils as well as perform other duties associated with their role as a teacher.

The provision of this information is critical in order to help schools and teachers plan so that the school day is effectively managed and teachers are able to achieve a satisfactory balance between work and home, including those with caring responsibilities.

As such, it is vital that the Union receives the details of the school’s directed time calendar without further delay. If this is not the case, then the Union reserves the right to consider any and all options available to us.

Yours sincerely