Dear [headteacher]

I am sure that you agree that your workforce is your most important asset in providing the best education possible for your pupil/students.

Unfortunately, too many teachers leave teaching because of excessive workload – teacher retention is in crisis with 40% leaving within ten years of qualification.  As an education system, we need to do more to enable teachers and support staff to stay in education – teaching and supporting your pupils/students.

Ensuring that education staff have manageable workloads is, I am sure you would agree, essential for the health of your school – enabling all your pupils to fulfil their potential.

NEU members have held a meeting and have asked me to arrange a meeting with you to discuss what can be done to reduce unnecessary workload so that we can focus on what matters – teaching the pupils and supporting their learning and wellbeing.

In particular, we are concerned about:

(List the concerns)

Therefore, I would like to request a meeting with you so that we can discuss a review of the relevant polices and processes to tackle these concerns.

I look forward to receiving your response within 2 weeks and to working with you to support the effective working of teachers and support staff in [insert school name].

Kind regards