To: [Principal’s Name]

From: [Reps Name]

Date: [Insert Date]

**Request for Information on School Expectations**

Dear [Principal's Name],  
  
I write on behalf of IEU members to request clarification of the usual expectations of teachers at [School Name], as outlined in Clause 16.5 of the Independent Schools (Teachers) Cooperative Multi-Enterprise Agreement 2025.  
  
Under this clause, the school is required to inform teachers at the time of engagement, and from time to time of the following:

1. The usual number of face-to-face teaching hours per week or per cycle for a full-time teacher;
2. The general requirements in relation to extra-curricular activities; and
3. Any reduction in face-to-face teaching hours for teachers in Leadership Level 1 and Level 2 positions.

In accordance with this clause, we would appreciate it if the school could provide this information in writing to me as IEU rep, and to all teaching staff.  
  
This information is important to ensure clarity and fairness in workload expectations, and in supporting staff to meet their responsibilities effectively.  
  
Please let me know if you require any further details from me to assist with this request.  
  
Kind regards,

[Your Full Name]  
IEU REP