



NATIONAL UNION OF TEACHERS LEARNING REPRESENTATIVES

Derbyshire Division NUT



For the attention of the NUT School Representative

22nd September 2011

Dear Colleague,

During the autumn term our school representatives are being offered the opportunity to attend a

FREE School Reps Briefing on Friday 25th November 9.30a.m - 3.00p.m at Cromford Mill.

Local NUT Officers will run workshops on a variety of topics (to be arranged); reps will have an opportunity to discuss a range of local/national issues; and there will be the chance to chat with colleagues in a relaxed forum. If you wish further details about the briefing or wish to book a place please contact the NUT office at Matlock on 01629 536086 or email derbysnut@softhome.net.

Alternatively, the National Reps training is being held in Sheffield and you may wish to consider accessing this opportunity. This is a nationally accredited School Reps training course that is residential and all travel, subsistence and accommodation are covered by the NUT.

This training is being held on

Monday 7th – Tuesday 8th November at Cophorne Hotel, Bramall Lane, Sheffield S2 4SU.

This course will cover issues for school reps including: -

- Your role as an NUT School Rep
- Promoting Equal Opportunities
- Organising and Recruiting members
- Pay and conditions of service
- Dealing with Management

And you will also have the opportunity to socialise with other local Reps and Union Officers.

This is a very popular course and places will be allocated on a first come, first served basis.

Please email yorkshire.midland@nut.org.uk or phone the Regional Office on 01302 342 448 with the following information by **Friday 7th October** if you wish to attend.

Name	Membership Number
Email Address	Home and Mobile Tel. No.
Address and Postcode	Name of School

Your preferred method of communication – mobile, email, post etc

Will you be taking public transport to the course?

Do you have any particular dietary requirements(e.g. vegetarian)?

Do you have any access requirements (e.g. mobility assistance, large print documents etc) ?

Will you be staying overnight on this course?

If not, will you require an evening meal on the Monday?

- The NUT has pre-booked rooms for the duration of the course, and participants are encouraged to take advantage of these. However, the overnight stay is not essential, so if participants would prefer to travel in to the course on both days, they are welcome to do so.

Once a place has been reserved on this course, a letter will then be sent to you which you can use to inform your Headteacher of the course and agree time off to attend. It should be noted that NUT representatives have a statutory entitlement to time off with pay for training related to their role.

According to the Advisory, Conciliation and Arbitration Service (ACAS) –

“An employee who is an official of an independent trade union which is recognised by (the employer) must be allowed reasonable time off with pay during working hours to:

- *Carry out union duties*
- *Consult with the employer, or receive information from the employer, about mass redundancies or business transfers; or*
- *Undergo training for union duties (as approved by the union or by the Trades Union Congress).”*

You will also be sent further details of parking and travel arrangements and a final training programme to help you plan your journey effectively.

If you are **unable** to attend either the Reps Briefing or the Reps Course but would like details of future School Reps training opportunities please let us know by contacting the NUT office at Matlock – see footer below.

Yours sincerely

D.A. Turner



D.A Turner & T.Connerton
Union Learning Representatives