



2 September 2025

Dear Directors of Education,

As you will be aware, the Independent Welsh Pay Review Body (IWPRB) is currently working on the second part of their 6<sup>th</sup> remit. The remit letter asked for recommendations on what adjustments should be made to Leaders' Conditions of Service, and in particular, the consideration of whether guaranteed working hours (or limits on), as well as protected holiday entitlement and weekends for leaders, should be included in the School Teachers' Pay and Conditions (Wales) Document (STPC(W)D).

As part of the whole-school approach to emotional and mental well-being, the well-being of our schools workforce is of utmost importance to us all. We know the impact that both workload and working hours have on well-being. As well as ongoing work to reduce workload, it is important to ensure that all staff can take uninterrupted time away from work. The STPC(W)D currently provides protections for teachers regarding their working days and hours and this should be respected. Until such a time as the IWPRB has made their recommendations and any subsequent changes are made to the STPC(W)D, school leaders are not explicitly afforded protected holidays by the STPC(W)D.

However, the IWPRB has already recommended, in its fifth report, that the Welsh Government remind local authorities and relevant bodies of their responsibilities as employers, and in particular the need for leaders to have periods of uninterrupted rest. The STPC(W)D does specify that no teacher may be required to work on any Saturday, Sunday or public holiday unless their contract of employment expressly provides for this (for example in the case of teachers at residential establishments). It also specifies that governing bodies and headteachers, in carrying out their duties, must have regard to the need for the headteacher and teachers at the school to be able to achieve a satisfactory balance between the time required to discharge their professional duties and the time required to pursue their personal interests outside work. In having regard to this, governing bodies and headteachers should ensure that they adhere to the working limits set out in the Working Time Regulations 1998(19). These rights are conferred on all teachers, including leaders and headteachers.

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Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

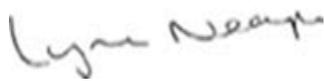
We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.

In exercising your duty of care as employers, you should ensure that leaders have periods of uninterrupted rest, both at weekends and through school holidays. To provide this, leaders should not be contacted during weekends or school holidays, unless there are exceptional circumstances which require their urgent attention.

I would be grateful if each local authority could share this letter with the Headteacher and Chair of Governors of each of their schools to remind them of these obligations, and requesting it is shared with each full Governing Body in its first meeting of the new academic year.

I look forward to receiving the IWPRB recommendations on Leaders' Conditions of Service later this year. I have asked my officials to prepare to work with Pay Partnership Forum members at pace to formulate proposals for any necessary changes to the STPC(W)D for consideration by Ministers after the Senedd ordinary general election, with a view to implementation, if possible, from Autumn 2026.

Yours sincerely,



**Lynne Neagle AS/MS**

Ysgrifennydd y Cabinet dros Addysg  
Cabinet Secretary for Education