



# Management CIRCULAR No.

34

**January 2009**  
**Management Circular No. 34**

Glasgow City Council  
Education Services  
Wheatley House  
25 Cochrane Street  
Merchant City  
Glasgow  
G1 1HL

To **Heads of all Educational Establishments**

Dear Colleague

## **Industrial Action by Teachers**

1. Any school can be affected by industrial action, and it is essential that all Heads of Establishment are aware of the action they would be expected to take if their school is affected by industrial action.
2. The guiding principle which should constantly be borne in mind when faced with industrial action is that the service should be maintained at as high a level as possible in the circumstances. Every step should therefore be taken to ensure that the provision made is commensurate with the staffing resources available, however depleted they might be by withdrawal of service.
3. When industrial action is proposed, or is taken without prior warning, you should ascertain which teachers are involved as well as the nature and likely duration of such action. In the light of this information you should decide how you can best achieve the highest level of educational provision with the resources available to you. In formulating alternative arrangements care should be taken to avoid exacerbating matters. For example, no attempt should be made to insist that any teacher take over the class of a colleague who is taking industrial action.

You may wish to consider the following points on reaching your decision:

a) **Primary schools**

Headteachers and Depute Headteachers who do not normally have a regular teaching responsibility would not be expected to teach the classes of teachers who withdraw their services.

b) **Secondary schools**

Consideration should be given to:

- i. instructing certain class/year groups to attend and arranging for them to be taught the subjects professed by any of their own teachers who are present. Care should be taken to observe national agreements with regard to class size and preparation/correction time for the teachers concerned. With such an arrangement it would be possible for the limited educational provision available to be shared by all the children and young people and no one group would be more disadvantaged than another;

- ii. arranging for children and young people to follow their normal timetables as far as possible, or instructing children and young people to attend only those class groups some or all of whose teachers have indicated their intention to work. At a period when no teacher was available the children and young people could have supervised/unsupervised study/recreation or they could be asked to attend only at the times their teachers are available.

4. When you have decided on a course of action you should:

- a) phone the Service Director: Education to inform him/her of the situation and of your proposed action to deal with it. You must not close the school without the agreement of a member of the Directorate.
- b) Inform parents/carers, in writing, of any industrial action which will affect the school and the action you propose to take. Your letter should be couched in positive terms and should stress that you require those children and young people to attend for whom you have been able to make provision. You should also indicate that school meals will be available.
- c) Inform support staff and any external agencies likely to be affected (catering service, transport, Police, school crossing patrols, etc.).

5. For the day of strike action and each subsequent day on which industrial action continues to affect the normal running of the school you should report the position in your school to the Education Services by phone before 1030 hours. A dedicated phone line(s) will be arranged for this purpose and phone numbers will be issued in advance of the day of industrial action. Where teachers' action disrupts the direct provision of education to children and young people you should state:

- a) school roll;
- b) number and year groups of children and young people instructed NOT to attend;
- c) number and year groups of children and young people sent home in the course of the day;
- d) an indication of the extent to which the education of children and young people in attendance throughout the day was disrupted;
- e) number of teachers in establishment;
- f) number of teachers taking action;
- g) the nature of the action taken by teachers; and
- h) the reason for the teachers' action.

It is recognised that Heads of Establishment may from time to time face situations which are particularly confused and where the precise number of teachers taking action and number of children and young people affected cannot quickly be determined. Such circumstances should not inhibit the submission of an early report to Education Services giving a broad outline of the situation, backed up by a further report as soon as matters are clarified later in the day.

A written record of these phone reports should be maintained by you on the appropriate Pro-Forma (master copy attached).

6. Salary may be deducted by the authority in accordance with the Scottish Teachers' Salaries Memorandum where teachers take action which places them in breach of contract. You should therefore submit in writing to the Service Director: Education the name of any teacher who withdrew her/his services or who failed to carry out duties prescribed by you. A list of such teachers should be compiled daily during any period of industrial action affecting your school and submitted to Education Services by the following day. It should state the teacher's full name and employee number to avoid possible confusion and should indicate the nature and duration of the action taken by the teacher.
7. If you intend to take industrial action and withdraw your services you should advise the Service Director: Education immediately and nominate a suitable member of staff in your place.
8. You should take all reasonable steps to ensure the safety and welfare of the children and young people and staff for whom you have an overall responsibility.

Yours sincerely

Margaret Doran  
Executive Director of Children and Families



# School Record of Report on Industrial Action by Teachers

PLEASE USE BLACK INK AND BLOCK LETTERS

Name of Establishment	Date on which action taken
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<b>INFORMATION GIVEN</b>		
a) school roll		
b) number and year groups of children and young people instructed NOT to attend		
c) number and year groups of children and young people sent home in the course of the day		
d) an indication of the extent to which the education of children and young people in attendance throughout the day was disrupted		
e) number of teachers in establishment		
f) number of teachers taking action		
g) the nature of the action taken by teachers		
h) the reason for the teachers' action		
<b>Time of call(s) to Education Services</b>	<b>Hours</b>	<b>Hours</b>
Information approved by _____ <i>Signed</i> Date _____		
Call made by _____ <i>Signed</i> Date _____		