**Being asked to carry out teaching or teaching related activities in addition to the contracted 38 weeks**

Dear <insert name>,

Thank you for the invitation to participate in the <exam board | teaching | seminar | whatever> on <insert date>.

I have decided to decline your invitation on the grounds that this activity is <teaching | teaching related>, and it takes place outside of my agreed 38 weeks of teaching and teaching related (TTR) activities.

Regards,<insert name>

Dear <insert name>,

Thank you for the invitation to participate in the <exam board | teaching | seminar | whatever> on <insert date>.

I am considering your invitation, but since this activity is <teaching | teaching related>, and it takes place outside of my agreed 38 weeks of teaching and teaching related (TTR) activities I need to know, in advance, what you are offering to me in exchange for my participation. I am prepared to consider <being paid over and above my normal salary | resources being made available to me for equipment / conferences etc. | additional days of holiday>.

Regards,<insert name>

Dear <insert name>,

Thank you for the invitation to participate in the <exam board | teaching | seminar | whatever> on <insert date>.

Since this activity is <teaching | teaching related>, and it takes place outside of my agreed 38 weeks of teaching and teaching related (TTR) activities I am only prepared to attend if <I am paid over and above my normal salary | I receive additional days of holiday in compensation | something else>.

Regards,<insert name>