

Recruitment and Retention: A Practical Toolkit

Sample and Template Letters

Sample letter - recruiting former pupils

Dear.....

You may be aware that Prince Henry's High School has now been operating as a SCITT since September 2016 (School Centred Initial Teacher Training). This status has allowed us to train our own teachers and award QTS and since 2017 we have trained close to 100 teachers with a very high rate of trainees securing teaching posts once qualified.

We are currently in our seventh year of operation and our high-quality provision was endorsed by Ofsted during our SCITT inspection 2019 when they state: the provider is **'Positive/Professional/Personal'**. This is an exciting time not only for Prince Henry's but also the future direction of Initial Teacher Training. From September 2024 we will be working in partnership with Arthur Terry SCITT based in Sutton Coldfield to offer an 'outstanding' ITT programme within South Worcestershire. Following their Ofsted in 2022 and the outcome of the Initial Teacher Training Market Review we were approached by Arthur Terry to build on the successes already in place and to continue to offer School Centred Initial Teacher Training in South Worcestershire with our Teaching School Hub at the heart of this process.

I realise that you are currently in your final year of study or may have completed your degree - maybe you already have an idea of your future career. However, research has shown that 10% of any cohort within schools will enter the teaching profession. You may be considering your options and we hope you will give some serious thought to teaching.

There is a vast amount of information regarding routes into teaching, SCITT being a great option. Our website <https://www.teachwithprincehenrys.co.uk/> or Arthur Terry SCITT: <https://arthurterryteachingschool.atlp.org.uk/train-to-teach/> can give you more information about the courses we are offering, however having looked at the destinations data you are studying one of the courses we are offering for 2024-25. The DfE are also offering tax free bursaries in the following subjects for 2024-25.

- £28,000 in chemistry, computing, mathematics and physics
- £25,000 in biology, design and technology, geography and languages (including ancient languages)
- £10,000 in art and design, English, music and RE



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Applicants may be eligible for a bursary if they have a 1st, 2:1, 2:2, PhD or master's.

We are offering scholarships of:

- £30,000 in chemistry, computing, mathematics and physics
- £27,000 in French, German and Spanish (no other languages)

I have been teaching for more than 20 years and I firmly believe that Teachers make all other professions possible. You may have been inspired by your teachers to follow the subject at degree level, and teaching as a career will give you the opportunity to inspire the next generation of physicists, mathematicians, historians, or within your chosen subject area. Every lesson does shape a life.

Our ITT partnership covers South Worcestershire with our partner schools consisting of: Prince Henry's High School, Pershore High School, Droitwich Spa High School, John Masefield High School, The Chase High School, Dyson Perrins High School, The Chantry High School, Blessed Edward Oldcorne Catholic College, St Egwins Middle School and Bredon Hill Academy.

If you are not sure about training in your former school alongside former teachers there are other schools within the partnership who could still offer high quality training.

If you have any questions or would like further information about our Initial Teacher Training offer, routes into teaching or would like to come in for a conversation then please contact me:

email@example.school.sch.uk

Best Wishes



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Template letter - Recruiting former pupils

Dear.....

You may be aware that [your school here] has now been [describe your level of ITT involvement]. This involvement with ITT has allowed us to train teachers and support the award of QTS, [explain your track record in teacher training] with a very high rate of trainees securing teaching posts once qualified.

We are currently in partnership with [name your ITT provider here] and their high-quality provision was endorsed by Ofsted during our SCITT inspection 2019 when they state: [relevant positive quote from provider's Ofsted]. This is an exciting time not only for [your school here] but also the future direction of Initial Teacher Training. New quality requirements for training providers and mentors mean there has never been a better time to start a career in teaching.

I realise that you are currently in your final year of study or may have completed your degree and you may have an idea of your future career. However, research has shown that 10% of any cohort within schools will enter the teaching profession. You may be considering your options and we really hope you are giving serious thought to teaching.

There is a vast amount of information regarding routes into teaching, SCITT being a great option. Our website [your school website here] or [your ITT provider here]: [your ITT provider website here] can give you more information about the courses on offer. The DfE also offering tax free bursaries in the following subjects for 2024-25

[Bursary and scholarship information changes every academic year – check with your ITT provider]

- £28,000 in chemistry, computing, mathematics and physics
- £25,000 in biology, design and technology, geography and languages (including ancient languages)
- £10,000 in art and design, English, music and RE

Applicants may be eligible for a bursary if they have a 1st, 2:1, 2:2, PhD or master's.

We are offering scholarships of:

- £30,000 in chemistry, computing, mathematics and physics



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- £27,000 in French, German and Spanish (no other languages)

We are passionate about the wonderful profession of teaching and believe that Teachers make all other professions possible. You may have been inspired by your teachers to follow the subject at degree level, and teaching as a career will give you the opportunity to inspire the next generation of physicists, mathematicians, historians, or [\[amend to relevant phase or discipline\]](#). Every lesson does shape a life.

[\[Name of ITT provider\]](#)'s partnership covers [\[relevant region\]](#) with our partner schools consisting of: [\[insert names of partner schools\]](#).

As you can see, if you are not sure about training in your former school alongside former teachers there are other schools within the partnership who could still offer high quality training.

If you have any questions or would like further information about our Initial Teacher Training offer, routes into teaching or would like to come in for a conversation then please contact me:

[\[email contact here\]](#)

Best Wishes



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Template Letter - Alumni

Dear Alumnus,

At **[insert school name]**, we are passionate about education, and we believe in the power of great teachers to transform the lives of children. We hope that you still have wonderful memories of your time here at **[school name]**. Whether those great memories were from your learning and studies, from extracurricular clubs, playing sport or from school trips and excursions, you can safely bet that great teachers were instrumental in making them happen.

We believe that great teachers can come from all areas of society, and that there are potential great teachers out there who haven't considered this profession as an option. So, we are writing to our alumni today, to tell you that you, your children, friends and family could be the great teachers of tomorrow. You could be the people who create amazing educational experiences and lifelong memories for today's children.

We encourage you to visit [Find Teacher Training Courses](https://find-teacher-training-courses.service.gov.uk/) **[if sending a physical letter, include this url: <https://find-teacher-training-courses.service.gov.uk/>]** where you can find providers who offer teacher training in Birmingham and the West Midlands. Alternatively, you can search 'Train to Teach in North Birmingham'.

Every child deserves to be taught by a passionate, caring expert with their best interests at heart. Every adult deserves the opportunity to realise their potential and make a positive contribution to their community and to society at large. Training to teach is a fantastic way to start a rewarding and noble career that can take you in all sorts of fascinating directions. You can read [case studies](https://arthurterryteachingschool.atlp.org.uk/good-news-stories-homepage/) **[if sending a physical letter, include this url: <https://arthurterryteachingschool.atlp.org.uk/good-news-stories-homepage/>]** of how teaching supports career development and growth.

Sometimes, we find that people outside of education can find the prospect of getting into teaching confusing. There are a lot of different routes, and it's not always clear what those routes mean and how to access them. We often hear that teaching is too confusing or inflexible for some people. Increasingly, this is not the case. Some schools do offer flexible working arrangements and part-time work. Additionally, you can now choose from a range of routes to suit you, including:

- Part time study over a longer period
- School based routes
- University based routes (including undergraduate degrees)
- Salaried routes for unqualified teachers
- Assessment only for experienced unqualified teachers



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- Undergraduate apprenticeships

You can learn more about how to become a teacher at: [How to Become a Teacher](#) [url for physical letter: <https://getintoteaching.education.gov.uk/steps-to-become-a-teacher>]

If you, your friends, children or other relatives are university graduates, or currently studying for your degree, there are steps you can take right now towards starting a career in teaching. You can get in touch with [designated colleague] at [school name], and we will support with your next steps. You can also always contact our partners at [local teaching school hub], who will be happy to talk you through the process and direct you to the options and providers that are suitable for you, your friends or relatives. The UK Government also runs a comprehensive service that can support you, [Get Into Teaching](#) [<https://getintoteaching.education.gov.uk/>]

Teaching is an important, rewarding career. Great teachers transform lives and create lifelong memories. You, or someone you know, could be the next great teacher - don't wait, start your new career today.



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Template Letter - Parents

Dear parents and carers,

At **[insert school name]**, we are passionate about education, and we believe in the power of great teachers to transform the lives of children. We know that our school is an important part of this community, and we are writing today to encourage and inspire you to help us build a strong school and education system for your children, and the children of future generations.

Teaching is a wonderful profession. It is often the best job in the world and sometimes the most important job in the world. Too often, teaching is portrayed in a negative light, and we want to help break that cycle of negativity. Every day our school and schools across the local area are creating opportunities and life chances for the children and community we serve.

So, could you or someone you know become a teacher? The answer is almost definitely yes! The system to support teacher training and development has never been stronger in England than it is today. Teacher pay has increased over the past couple of years and there are powerful benefits of term-time working and Teacher Pensions for parents and families.

Sometimes, we find that people outside of education can find the prospect of getting into teaching confusing. There are a lot of different routes, and it's not always clear what those routes mean and how to access them. These days, aspiring teachers can choose from a range of routes to suit you, including:

- Part time study over a longer period of time
- School based routes
- University based routes (including undergraduate degrees)
- Salaried routes for unqualified teachers
- Assessment only for experienced unqualified teachers
- Undergraduate apprenticeships

You can learn more about how to become a teacher at: [How to Become a Teacher](#) [[url for physical letter: https://getintoteaching.education.gov.uk/steps-to-become-a-teacher](#)]

If you, your spouse, children or other relatives are university graduates, or currently studying for your degree, there are steps you can take right now towards starting a career in teaching. You can get in touch with **[designated colleague]** at **[school name]**, and we will support with your next steps. You can also always contact our partners at **[local teaching school hub]**, who will be happy to talk you through the process and direct you to the options and providers that are suitable for you, your friends or relatives. The UK

Foster positivity
in your school
and community

Get eyes on
your vacancies

Impress your
candidates

Recruit new
colleagues

Support, train
and develop
staff

Increase
retention

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Government also runs a comprehensive service that can support you, [Get Into Teaching](https://getintoteaching.education.gov.uk/) [<https://getintoteaching.education.gov.uk/>]

We encourage you to visit [Find Teacher Training Courses](https://find-teacher-training-courses.service.gov.uk/) [if sending a physical letter, include this url: <https://find-teacher-training-courses.service.gov.uk/>] where you can find providers who offer teacher training in Birmingham and the West Midlands. Alternatively, you can search 'Train to Teach in North Birmingham'.



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Template Letter - Local Community

Dear esteemed member of the community,

At [insert school name], we are passionate about education, and we believe in the power of great teachers to transform the lives of children. Students' experiences at school are fundamental in their development as positive and proactive members of society. Our goal is to give all the young people we work with the best start in life, and we rely on brilliant teachers to achieve this.

We believe that these teachers can come from all areas of society, and that there are potential great teachers out there who haven't considered this profession as an option. So, we are writing to you, as a member of our local community, to tell you that you, your children, friends and family could be the brilliant teachers of tomorrow. You could be the people who create amazing educational experiences and lifelong memories for today's children.

Our school is proud of the place we have in the local community: [insert some specific details related to local community/school engagement with community]. And so, it feels natural to reach out to that community in search of special people who can help us to create the best experience for our students.

We encourage you to visit [Find Teacher Training Courses](https://find-teacher-training-courses.service.gov.uk/) [if sending a physical letter, include this url: <https://find-teacher-training-courses.service.gov.uk/>] where you can find providers who offer teacher training in Birmingham and the West Midlands. Alternatively, you can search 'Train to Teach in North Birmingham'.

Training to teach is a fantastic way to start a rewarding and noble career that can take you in all sorts of fascinating directions. As a teacher, you will draw on your expertise and experience in a rewarding, meaningful and respected profession. In taking such a life-changing step, you will have the opportunity to change the lives of all the young people you work with, as well as give back to the local community. You can read [case studies](https://arthurerryteachingschool.atlp.org.uk/good-news-stories-homepage/) [url for physical letter: <https://arthurerryteachingschool.atlp.org.uk/good-news-stories-homepage/>] of how teaching supports career development and growth.

Sometimes, we find that people outside of education can find the prospect of getting into teaching confusing. There are a lot of different routes, and it's not always clear what those routes mean and how to access them. We often hear that teaching is too confusing or inflexible for some people. Increasingly, this is not the case. Some schools do offer flexible working arrangements and part-time work. Additionally, you can now choose from a range



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of routes into the profession to suit you, including:

- Part time study over more years
- School based routes
- University based routes (including undergraduate degrees)
- Salaried routes for unqualified teachers and experienced teaching assistants

You can learn more about how to become a teacher at: [How to Become a Teacher](https://getintoteaching.education.gov.uk/steps-to-become-a-teacher) [url for physical letter: <https://getintoteaching.education.gov.uk/steps-to-become-a-teacher>]

If you, your friends, children or other relatives are university graduates, or currently studying for your degree, there are steps you can take right now towards starting a career in teaching. You can get in touch with [designated colleague] at [school name], and we will support with your next steps. You can also always contact our partners at [local teaching school hub], who will be happy to talk you through the process and direct you to the options and providers that are suitable for you. The UK Government also runs a comprehensive service that can support you: [Get Into Teaching](https://getintoteaching.education.gov.uk/) [https://getintoteaching.education.gov.uk/]

Brilliant teachers make brilliant experiences of school for our young people, and in doing so help to shape our local community, as well as society at large. Don't wait for your opportunity to be a role model for the next generation: speak to us to find the best route into teaching for you.

Faithfully,

