1. We recommend sending two separate emails (or messages) to school leaders and teaching staff/volunteers, both with similar content.
2. Fellow school leaders should be informed first. Please see a suggested email template below:

To: All school leaders who will be involved in the implementation of See Say Write.

Subject: School Leaders - Opportunity to Boost Early English – See Say Write

Hey team,

Giving you a very early heads up that I’m considering the literacy program [*See Say Write*](http://www.seesaywrite.com/program) as a resource for curriculum support / interventions / homework / remote learning. I’ve read through the program details and I think it could add real value.

[NAME], as the English lead I’d love to get your personal take on this, my door is open, please come in when you have a moment.

I’m very keen to hear everyone’s thoughts directly. I’ll send a meeting invite soon so we can discuss the viability / We’ll dedicate time to discuss the viability during our routine meeting on [DATE]. There is no obligation for anyone to read up on the program in advance as we’ll look through the website at the start of the meeting.

I’ll also send a message to the wider school staff to get any points from them.

Thanks as always.

Kind Regards,

1. Next, all relevant teaching staff/volunteers should receive the message. Please see the suggested email template below.

To: All teaching staff who will be affected by the program

Subject: Opportunity to Boost Early English – See Say Write

Hey everyone,

Just a quick message to inform you that I’m considering the literacy program *See Say Write* as a resource for curriculum support / interventions / homework / remote learning. If you’d like to learn more, the website offers a great summary:

[seesaywrite.com/program](http://www.seesaywrite.com/program)

This is the very earliest stage of consideration, so I don’t have any details for you at this stage (i.e. which classes might use it or when); I just wanted to be transparent and give you the earliest heads-up in case we do use this in the future.

I’d love to hear any feedback or suggestions from you. I’ll save any points you submit and they will be reviewed when we discuss viability in the coming days.

Thank you very much in advance and have a wonderful day.

Kind Regards,