To: [All relevant staff]

Subject: Boosting Early English Learning – See Say Write – Announcement

Dear all,

After a significant amount of deliberation and planning, I am happy to announce that we will be using See Say Write resources to assist with early English teaching and homework in our school.

I have attached a document which contains answers to all the detailed questions you are likely to have, e.g. “Which classes will be using the program?”, “Will we receive any training?”, and “When will we start using the program?”. Please take the time to read through these carefully. [Attach the edited version of the Planning Considerations]

If you haven’t done so already, I recommend going to [seesaywrite.com/program](http://www.seesaywrite.com/program) to understand the resources.

Thank you everyone who has contributed to this effort so far, I think it will be a brilliant addition to our school and be of equal benefit to teachers and students. As a reminder, the key reasons for using the program:

**Curriculum support**

* To offer a modern and structured approach to early English learning.
* To reduce the amount of lesson planning time for teachers.
* To replace the current collection of different resource which are not sufficiently structured or modern.
* For pronunciation support (with video lessons from native English teachers with standard BBC British accents).
* To enable easier assessment of student’s phonics skills. This will both improve our teachers’ ability to identify learning gaps and run targeted lessons to fill them.
* To enables us to increase the capability of our volunteers, maximising the overall teaching power of our team.

**Interventions**

* To offer a structured and effective approach to boost the learning of those who have fallen behind.

**Homework**

* To give teachers access to a bank of easy-to-assign and effective homework.
* To offer homework that can be easily tailored to the specific learning needs of each student.
* To enable better parental engagement to further support their child’s development at home.
* To offer a school-holiday project to provide continuity/revision during long breaks.

**Remote learning**

* To provide structure and support for students who can’t attend school for long periods.

While using See Say Write is not an irreversible decision (and we will be closely monitoring its value), I ask that you commit to the decision and support it as best you can. There have been several opportunities to share your thoughts and feedback; those submissions were taken seriously and, in many cases, shaped the leadership team’s decision making, so a big thank you to those people. Let’s now try and make this a success for the benefit of the students, and we will remain open to new ideas that help us continue to improve.

Kind Regards,