

Dear Head Teacher / Head of Department,

..... has been invited to attend an interview for one of the Initial Teacher Education routes at London Metropolitan University, (route / subject). All candidates are required to gain some relevant experience in an appropriate school or children's centre before the interview. This will enable them to better understand the opportunities and challenges of education today.

We appreciate that it may not always be convenient to accommodate visitors in your school / children's centre, but we hope that you will share our view that it is important that prospective teachers have an informed idea of teaching before they enter the profession. Candidates have to organise this experience themselves and we have provided this letter simply to confirm they have an interview with us. They should send a personal covering letter, providing you with some details about themselves, their contact details and dates when they would like to visit your school.

If you are able to accommodate this request, it would be particularly valuable if candidates are able to observe lessons in their specialist subject / age phase. Candidates should try to go into more than one-year group so that they observe different key stages. For some secondary subjects it may also be useful to observe extra-curricular activities, e.g. student council meetings for Citizenship.

As candidates organise this experience for themselves, I would ask you to respond directly to them, but please contact me if you require any further information about this process. As ever, we are very grateful to schools for helping us in the ongoing process of recruiting new people to the profession.

Yours faithfully,

Suzanne Burley

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