

Dear **[insert contact name]**

We look forward to seeing you and your year **[insert year group]** pupils at [location] on **[insert Day and date]** at **[insert time]** for the RE session:

[insert Session Plan title]

To make sure you get the best out of the session please read the following information.

We are expecting **[insert number of pupils]** pupils. Please let us know if our estimate is significantly wrong as it may affect the number of helpers we need and the materials we produce.

Before you come please divide the pupils into **[insert number of groups]** groups of **[insert number per group]** for the group work and tell the pupils which group they are in. Please tell me beforehand or on arrival what the groups are (e.g. 1-6 or names).

It helps us greatly to be able to address pupils by name. Please can pupils come wearing name badges (which might also remind them of their group).

We want the session to be enjoyable and effective for all your pupils. If there are pupils with special needs that we should be aware of please let me know before the session and identify them when you arrive.

I have enclosed a copy of the session plan for this session.

If you have any further questions please get in touch.

Best Regards,

[insert your team leader name and contact details]