

*Exemplar text for email:*

We have been given your name by the person named in our email as someone who is in a position to provide a character reference. I would be grateful if you would complete the reference form below.

This person has volunteered to work with pupils on a languages initiative at [insert school name]. Volunteers are unable to start work until satisfactory references have been received, so an early reply would be appreciated. Your reference will, of course, be treated in the strictest confidence.

Yours sincerely,

[Insert name]  
Project Coordinator  
Language Futures  
[Insert school name]

***\*It is strongly advised that you seek advice from both your school HR department as well as the Designated Professional Lead for safeguarding regarding your own school's arrangements for reference requests and DBS checks etc as well as the content of this form and information required to comply with statutory requirements on safeguarding***

*Language Futures was originally developed by Linton Village College as part of a Paul Hamlyn Foundation initiative. Management of the initiative passed to the Association for Language Learning in summer 2015. When using and/or adapting resources, we would ask you to acknowledge the Language Futures initiative and the Paul Hamlyn Foundation as the original publishers of the material.*