Example CLT-day preparation letter

In advance of the CLT day, send a letter to participants outlining the arrangements. Please feel free to use something along these lines.

Dear CLT participants

I am very much looking forward to working with you as part of a Creative Learning Team on XXXX. As I know you are aware, we are exploring a replacement for our previous inspection-style graded observation system and will be using part of The RED System (Research into Education, and Development) this year, designed by the Centre for Creative Quality Improvement.

The Creative Learning Team day might be thought of as a milestone for your own research work. The online resources: *E1 The RED System overview – in brief*, explains the whole system in just one page, though the detailed overview document *E2 The RED System overview – in full*, gives the detail. All resources can be found here: [www.ccqi.org.uk/redresources](http://www.ccqi.org.uk/redresources)                 password: red4686

As well as the overview documents, please find attached: *T1 The RED System: Teacher’s review notes.* This needs to be printed and brought along to the session please.

This is the collection of forms to help you build your own research evidence base. These forms are also essential for enabling us to determine whether our new learning model of improvement has been successful.

Here is the timetable for the day:

|  |  |
| --- | --- |
| 08:00 | Introductions, methodology, ground rules |
| 09:00 | **Observation of teacher A** |
| 10:00 | Post-observation debate (teacher A reflects privately) |
| 10:15 | Evaluative conversation with teacher A |
| 10:45 | Break |
| 11:00 | **Observation of teacher B** |
| 12:00 | Post-observation debate (teacher B reflects privately) |
| 12:15 | Evaluative conversation with teacher B |
| 12:45 | Lunch |
| 13:30 | **Observation of teacher C** |
| 14:30 | Post-observation debate (teacher C reflects privately) |
| 14:45 | Evaluative conversation with teacher C. |
| 15:00 | Break |
| 15:15 | **Observation of teacher D** |
| 16:15 | Post-observation debate (teacher D reflects privately) |
| 16:30 | Evaluative conversation with teacher D |
| 16:45 | Completion of ideas plans |
| 17:00 | Evaluation of the day and implications for the future |
| 17:30 | Finish |

Many thanks in advance for the adjustments you’ve made to your learners’ timetables due to the unique nature of the CLT day. Advice from previous CLT members is to make sure that you plan a full lesson with beginning, middle and end, rather than simply cutting a session short. However, previous CLT participants have advised that you should consider planning a 50-minute lesson rather than 1 hour, to avoid overrunning or having to cut short your final activities.

Please add your name to the front of the ‘Teacher’s research notes’ document and bring a print out with you to the CLT day.

Do please drop me a line if you have any questions, though I have no doubt that these will all be answered on the day.

Best wishes

XXXX

Attached:

* T1           The RED System: Teacher’s research notes