

Follow Up Email – SLA & Consent Forms

Edit highlighted text as appropriate

Subject: KEY+ in Education

Attachments:

1. [Partnership Agreement](#)
2. [Consent Letter Template](#) (for organisations without an existing template)
3. [Parent/Carer & YP Flyer](#)

Good morning/afternoon [name],

It was great meeting with you **yesterday/earlier today/last week** to talk about delivering the KEY+ Challenge at **[name of school]**.

I can confirm that I will be working with **X-number** groups of **X-number** Year **X** students **next term/from date** to complete the KEY+ Challenge on **CONFIRM DAY/TIMES & start date**.

Please find attached a Partnership Agreement which you will need to read through and check you are happy with, before signing and returning to me before the programme begins.

Also attached is a letter and information flyer we ask you to share with the parents of the students you have identified, asking them to complete the consent form.

It is important that you encourage and support parents to fill in the forms before the first session. I will give you an update of who has filled out the forms before the programme delivery begins.

I'm looking forward to meeting the young people and working in **[name of school]**.

Thanks,