

Let principals know that Read&Write is here...

Use this letter template to let principals across your school community know that Read&Write is now available to support their students' literacy needs, in class, at home, during revision and in exams.

Dear Principal,

We are pleased to let you know that Read&Write literacy software is now available to support students at your school.

Read&Write is a literacy support toolbar, proven to improve students' reading and writing. With features to support a diverse range of learners regardless of age, ability, or learning challenges.

While every student can benefit from Read&Write, it's particularly beneficial for those who:

- have English as a second language
- use a human or digital reader in exams
- have additional learning needs, for example dyslexia

The toolbar works across a range of educational content - such as websites, PDFs and Microsoft Word files - helping to ensure that every student has access to support tools including text-to-speech and dictionaries, where and when they might need them.

To get the most out of the software, we would encourage you to share this link (text.help/staff-resources) with your staff. Here they will find training materials, webinars and videos to help them get familiar with the toolbar. They'll also be able to download printable resources to share with students and parents, to spread the word that Read&Write is now available.

We suggest that you send the attached letter to the parents of your school providing details of this software and how it can benefit their child or young person. The letter also explains how students can install and use the software at home by visiting text.help/student-hub. This will ensure students have the same support at home when using the toolbar to complete homework, coursework and revision, as they would in class.

Yours sincerely,
