



## REFERENCE WRITING POLICY

**Presented to  
Trustees  
20 March 2019**

Date approved: <sup>1</sup>	20 March 2019 Trustees Standards Committee
Date reviewed: <sup>2</sup>	20 March 2019 (adopted) Trustees Standards Committee
Consultation:	Union and Staff Consultation April 2019 – completed
Date of next review: <sup>3</sup>	Spring 2022

<sup>1</sup> This is the date the policy was approved by the meeting

<sup>2</sup> This is the date the policy was reviewed prior to its approval above

<sup>3</sup> This is the date as set by the policy review clause or the date approved plus two years

Footnote:

- Headteacher also means Head of College and Principal
- School also means College, Academy or Academies
- MAT refers to Multi-Academy Trust

## REFERENCE WRITING POLICY

The Board of Trustees want to achieve the best for the staff that they employ and have set out the following policy to ensure that the interests of both employer and employee are properly addressed and protected.

1. When using the school's headed stationery or work email the Headteacher or a member of the Senior Management Team must see all references before issue.
2. Headed stationery or work emails must only be used for employees of the school whether past or present.
3. When writing the reference the referee must indicate clearly the capacity in which the individual worked, their relationship and the period of time that the individual worked at the school. [See Appendix 1 (Teaching Staff) and Appendix 2 (Support Staff)]
4. When writing the reference for a friend, or a person who has not been an employee of the school, then this must be given on plain paper. Individuals must realise that this is a personal reference which must not be sent on headed paper, and that they, as referee, are personally responsible (and may be legally liable) for the contents of the reference.
5. Should the reference request arrive after the person has left the school then the reference must state clearly the period of time that the individual worked for the school. It must also clearly state the period of time that has elapsed since the individual worked at the school.
6. Any reference given must state clearly that it is based on the individual's performance in the post that they hold, or held, at the school.

It is important to note that a candidate can request to see any reference, marked confidential or otherwise. Employers are obliged to comply with this request.

7. The above policy applies to staff of the school. Reference requests for students will be dealt with by the member of staff with delegated responsibilities.
8. A reference should include information about any occurrence in the preceding 2 years where the employee has been subject to the school's capability procedures.
9. Should any member of staff be unclear about this procedure or how to write a reference then please contact the Headteacher or Senior Management Team.
10. Monitoring And Review Of The Policy
  - 10.1 The Trust Board (or responsible committee) will review this policy in line with the procedure for policy review.
  - 10.2 Date for Review;  
If no other reason for review (see policy review procedure) this policy will be reviewed in Spring 2022.

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## REFERENCE WRITING POLICY

### APPENDIX 1

#### TEACHING STAFF

#### When writing a reference for a colleague you need to consider the following:

- Name of the person you are writing the reference for.
- Name of the school.
- Period of employment.

During their time at the school he/she has had the following responsibilities:

.....

.....

.....

Groups taught, eg across the age and ability range, A Level etc.

Classroom practice:

- Preparation
- Teaching
- Managing/Assessment
- Relationships with Students.

Leadership and Management.

Specific requests to address:

Training – (In house External Providers).

Extra Curricular Activities:

- Trips
- Clubs
- Attendance at Presentation Evenings/Certificate Evenings.

Character/Personality qualities, Relationship with other members of staff.

Overall assessment and recommendation.

Obtain approval from Senior Management Team before sending.

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## REFERENCE WRITING POLICY

### APPENDIX 2

#### SUPPORT STAFF

#### **When writing a reference for a colleague you need to consider the following:-**

- Name of the person you are writing the reference for.
- Name of the school.
- Period of employment.

During their time at the school he/she has had the following responsibilities:

.....

.....

.....

Tasks and responsibilities.

Involvement in school activities / events.

Time keeping.

Budget / Financial accountability.

Relationship with colleagues.

Character/Personality qualities.

Overall assessment and recommendation.

Obtain approval from Senior Management Team before sending.

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## APPENDIX 3 - Sample letter

Reference

Date

Addressee

Dear \_\_\_\_\_

**REFERENCE:** \_\_\_\_\_

Thank you for your letter dated \_\_\_\_\_, requesting a reference for \_\_\_\_\_ for the position of \_\_\_\_\_ at \_\_\_\_\_

I can confirm that \_\_\_\_\_ has been with the school since \_\_\_\_\_, employed as a \_\_\_\_\_ . \_\_\_\_\_ teaches (subject(s) here) at all

- Key Stages throughout the school and
- Demonstrates a good understanding of delivery of schemes of work
- Demonstrates good leadership qualities
- Comment on any Ofsted related issue

*Comment on:*

- Style of leadership,
- Any training undertaken / led
- Respect of staff / students / parents
- Examination results / student achievement

\_\_\_\_\_ reliability and punctuality are strong / very good / excellent / poor and \_\_\_\_\_ sets a good example in these areas to all staff within \_\_\_\_\_.

Name of School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Under the Safeguarding of Children Act we know of no reason why Name of employee should not work with young children and is not subject to any disciplinary issues at the present time.

*Closing paragraph*

The school will be sorry to lose \_\_\_\_\_ as he/she is an extremely valued member of staff.

Make recommendation

- Strongly recommend
- Recommend
- Recommend without any reservations

The above information is given in strictest confidence and good faith. No responsibility can be accepted by name of school or any of its officers or employees for any errors, omissions or inaccuracies in the information or for any loss or damage that my result from reliance being placed upon it.

If I can provide any further information in support of \_\_\_\_\_ application please do not hesitate to contact me.

Yours sincerely

**NAME**

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