

Dear Headteacher,

I wrote to you on [date of letter] on behalf of ..... Standing Advisory Council of RE, to ask you about the provision for Religious Education at [name of school/academy]. I do not appear to have received a reply.

As I mentioned in my letter, SACRE meet again on [date of the next meeting] so I would be grateful if you could respond by [insert date] so that I can prepare papers for the meeting in good time. Alternatively, you may wish to attend the SACRE meeting to explain the current circumstances in relation to the provision for RE at your school in order that a way forward can be agreed.

As you will appreciate, if I do not receive a reply to my letter at all, SACRE members will be likely to assume that their concerns about the provision at your school are justified and instruct me to write to you again but this time in the form of a formal complaint. I would like to avoid this step if possible.

I hope to hear from you very soon

[name]

Chair

XXX SACRE