

**Initial email with pupil template email**

Please find below a template for an initial email with your pupil. This is just a suggestion so please feel free to use, edit and adapt as you see fit, or write something completely different yourself.

Remember that timings can be flexible so you can adapt the text to fit your schedule.

Finally, take into consideration that your pupil will not necessarily be used to using email in a professional context when expecting responses.

Hi **{pupil name}**,

My name is **{your name}** and I work at **{your company}** - I'm going to be your Future Frontiers career coach for the next few weeks and I'm really looking forward to getting to know you.

As you know, I'm here to help you make decisions about your future, your next steps after school and the world of work but first let me tell you a little bit about me. **{If you feel comfortable, add some personal info to help your pupil feel at ease}.**

In total, we'll be having 6 hours of coaching and you also have some activities to do in between our sessions in your workbook.

I suggest we start with a 90-minute session in the next few days. I have availability **{suggest days}** so **let me know what days/times work best for you** and we can get our sessions scheduled. I'll also send you a link to our Bramble 'room', so feel free to have a look before we get started.

As a reminder, we'll be copying in our Programme Manager, Katie/Alice, to all our emails so they can keep a tab on how our sessions are going.

Attached are your resources in case you haven't had a chance to look at them yet and here is a link to the survey you need to complete before we get started.

I'm really looking forward to getting started and I look forward to hearing from you soon!

Best wishes,

x