Department for Education

Letters of thanks to exceptional teachers on retirement

Background

The Secretary of State for Education is keen to send a personal letter of thanks to retiring teachers who have made an exceptional contribution to education during their teaching careers.

Nominations can be made by headteachers, governing bodies or dioceses for teachers whose outstanding contribution to education they think should be recognised at the time of their retirement by a personal letter from the Secretary of State. Colleagues may also make a nomination through those channels.

It is at the discretion of the school whether this provision is publicised to parents or other interested parties. Again, however, nominations should be made through the channels listed above.

Guidance

Specific examples of why the teacher has been nominated should be accompanied by evidence to support the nomination.

Examples of an exceptional contribution to education include:

- holding after-school and/or weekend classes
- being involved in education in the community, e.g. adult education classes, family literacy courses
- raising educational standards within the school significantly, or turning round a failing school
- mentoring newly qualified teachers
- coaching and developing assistants
- working on integration programmes
- overcoming adversity
- building links with other schools in the community.

A nomination should be made at least 12 weeks before the teacher is due to retire. It should be made on the appropriate form and describe why their contribution to education has been exceptional.

If the letter is to be given to the teacher at a retirement presentation, then the nomination should be made at least 12 weeks before the date of the presentation.

What to do next

The nomination form should be completed and sent to:

School Employment Division
Level 1
Department for Education
Bishopsgate House
Feethams
Darlington
DL1 5QE

Email: PensionsPolicyTeam.Correspondence@education.gov.uk