

Our Ref: MLG/ADL/GTP

September 2010

Dear Applicant

**Graduate Training Programme**

Thank you for expressing an interest in the Graduate Training Programme at Crofton School.

I enclose information about the scheme and the application process, together with an application form (this is also available on our website: [www.croftonschool.co.uk](http://www.croftonschool.co.uk)).

If you would like to be considered for a place on the scheme, please return the application form to Mrs Sue Harvey, Administration and Personnel Manager, by **Friday 29 October 2010**. Successful applicants will be invited for a formal interview on Tuesday 9 November 2010. If you have not heard from us by Friday 12 November 2010, please assume that you have been unsuccessful on this occasion.

Due to the huge demand, we are unable to acknowledge every application. However, if you require an acknowledgement, please enclose a SAE.

We look forward to hearing from you.

Yours sincerely

A handwritten signature in blue ink that reads "MJ Leeming". The signature is written in a cursive style with a large 'M' and 'L'.

Mr Matthew Leeming  
Headteacher