



Guidance for staff in schools and colleges - writing a sponsor letter for students at the IOE

1. Use headed paper which displays your schools logo and address
2. State the name of the student (or students) you wish to sponsor
3. State the academic year and the course that you will sponsor them for
4. State the amount you will contribute to their fees
5. State your name and position within the school and sign and date the letter
6. Give your letter to the student to bring to their enrolment session

Please note that students will not be able to access IOE resources such as the library or virtual learning environment until the letter is provided.