

Send to: Chair of Governors
Principal
SMT

You will know best whether to send it to the board, copying in the Principal or vice versa.

Dear

As you are no doubt aware, the college has a specific set of duties under the Race Relations Amendment Act (2000) to prepare a race equality policy and have arrangements in place to:

- a) **Assess the impact** of its policies, including its race equality policy on students and staff of different racial groups
- b) **Monitor** by reference to those racial groups, the admission and progress of students and the recruitment and career progression of staff; and
- c) Include in its written statement of its race equality policy an indication of its arrangements for **publishing** that statement and the results of its assessment and monitoring under sub-paragraphs a) and b)

I would therefore be grateful if you would supply me with a copy of the college Race Equality Policy and monitoring information. I would also be grateful if you could let me have a copy of the outcomes of the race impact assessments undertaken relating to the following courses and details of where all of the above has been published: ***(list courses affected)***

If you could provide me with this information by _____ I would be most grateful.

Regards