**DRAFT – TO BE UP-DATED AS KEYNOTES AND SESSIONS ARE CONFIRMED….**

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**Version: 23/08/24 8:16**

**Subject: Request to attend ALL Language World Conference 14 - 15 March 2025.**

Dear [Approving Manager],

I would like to request your approval to attend **Language World Conference 2025**, organised by the Association for Language Learning, and taking place on 14 -15 March 2025 in Kenilworth. You can learn more about the conference by visiting: www.language-world.co.uk

The theme of the conference is: *Weaving a rich tapestry: our languages, our world(s)*.

This is a unique opportunity to hear directly from decision-makers and contribute to discussions about how the curriculum is developing. I am sure that attendance will make a positive impact on the Languages Department moving forward, as well as giving opportunity for professional development for me and the department.

There will be two days of learning, skill building and networking with the best, brightest and most enthusiastic in the field of Languages education. I will also be able to visit the extensive **exhibition** where I will have the opportunity to discuss issues face-to-face with representatives from examination boards, publishers, and government-funded bodies and projects. In particular, I will welcome the chance to xxxx (e.g. discuss requirements for the new GCSE with representatives of the board.) I would also take the opportunity to meet representatives of the cultural agencies who support our languages (in order to xxxxx.)

 (Edit if you only intend to attend for one day.)

ALL is the national association for languages and this conference offers me the following unique opportunities:

* To stay abreast of **policy** developments and latest issues in the field
* To develop fresh practical insights, ideas and perspectives on **curriculum**, **teaching and learning**, and **assessment** across different languages
* To bring back to school valuable **knowledge** that will positively **impact** our ongoing work in our languages classrooms
* To explore **skills** related to continued professional development and **management** (e.g. managing departmental development plans, **implementation** and **evaluation**) (Example xxxx)
* To connect with other teachers to strengthen professional **networks** across key stages, sectors and between mainstream and complementary settings *(Edit / Add as necessary.)*

The full conference registration cost is subsidised for ALL members and is just £125 for one day or £170 for two full days for educators. (*Edit if you do not intend to request funding. Or if you also intend to request funding for accommodation and/or travel.)*

I would, of course, be keen to share what I have learned with the team after the conference, to provide key messages and positively contribute to our team's success. Above all, I am confident that our learners will benefit from the professional learning opportunity that attendance at Language World 2025 will provide.

Thank you for considering my request. I look forward to your response.

Many thanks,

(NAME – TITLE)