Letter to Student

Re: Change in Status on your Personal Learning Plan

Dear Student

Following a review of your personal learning plan I see that your status for risk or your attendance or causes for concern raised mean that we need to discuss how we can best support you to be successful on your course with us. In order to do that I need to see you to agree what steps are needed to ensure you are successful in your studies.  As you are under 19 I have also written to your parent, carer or guardian to come with you to meet me and to discuss the way forward. I am concerned that unless we take action now you might fail your qualification and I do not want that to be the case.

I have provisionally booked this meeting in my diary for *insert date* in my Office at *Insert Campus name and Address at Insert time.* If you are unable to make this appointment for a good reason then please contact my office so that we can re-arrange the meeting. Please do not underestimate the importance of this meeting as we need to agree actions that ensure your success.

I look forward to a constructive discussion and the agreement of actions necessary to put your studies back on track.

Yours sincerely

*Insert Name*

Head of Faculty

Letter to Parent

Re: Change in the Level of Risk of a Student Being Successful

Dear *Insert name*

The College constantly monitors the progress made by each student and tries to take early action where there are indications that a student might need to address issues to be successful on their course. Following a change in you’re your young persons status as part of the College’s risk register, I write to invite you to accompany *Insert Name of Student*to a meeting with me to discuss what action is needed to return their performance to that expected by the College. This is not a disciplinary meeting but a meeting to agree actions that need to be taken to give your young person the best chance of being successful on their course with us. I attach a copy of the letter which has been sent to the student concerned for your information and hope to meet you at the on *insert date* in the Head of Faculty Office at *Insert Campus name and Address at Insert time.* If you are unable to attend can you let me know please by calling *Insert telephone number.*

Thank you for your support.

Yours sincerely

*Insert Name*

Head of Faculty