

Examples of communication with parents by email

Dear Mr Richardson

Thank you for your letter regarding [Pupil]'s maths tuition. We would be interested in details of the topics you will be covering and were also wondering if you could recommend a text book that we could buy to support [Pupil] at home.

Thank you,
[Parent] ([Pupil]'s Mum)

Dear Mr Richardson

Thank you for your letter. My name is [Parent] I am [Pupil]'s Mum. I would like to be kept in touch about the topics you will be covering.

Dear Mr Richardson,

Further to your telephone conversation with my wife and your letter dated 24th August 2010, we would like to thank you for the opportunity for [Pupil] to receive the extra maths tuition. We are confident it will be a great help and accelerate [Pupil]'s development. At Primary School [Pupil] suffered from being in a disruptive class, but when more focussed tuition was offered in his last year, he worked hard and made excellent progress. Confidence is an issue for [Pupil] and we are sure this will really help.

We would like to be kept informed of the topics being covered and to provide whatever support we can from home. Please get in touch at any time by email or telephone if you wish to discuss anything or think we can help in any way.

Thanks, and best regards,
[Parent Y] and [Parent Y]

Dear Mr Y

[Pupil] had his first lesson today - I think he came a week early - The work we did was around Prime numbers, Factors and multiples. We developed it to do prime factor trees and then moved onto venn diagrams to find Highest Common Factor and Lowest Common Multiple. A good website is mymaths.co.uk Log in is redhill The website has just been updated but I think the best area is as follows:

Powers and integers Foundation Level primes, factors etc HCF LCM
Any problems with this get back in touch

Jim Richardson

hi Mr J Richardson

[Pupil] had a first maths lesson with you last week, and really enjoyed it, could you please keep me informed about topics you will be covering with [Pupil]

thanks [Parent]

Dear Mr Richardson,

With regard to my daughter's extra Maths tuition could you please keep me informed about the topics that you are covering, etc.

Thank you,

[Parent Z]

Dear Mrs Z

I saw [Pupil] for the first time today. I had to move her lesson because I broke my finger at the weekend and had to go to QMC this morning. It was a pleasure to teach [Pupil] and she is fully committed to becoming better at Maths. She seems very nervous and a lot of this around her knowledge of tables. Today we looked at equivalence of fractions and making fractions simple. She then worked on some number skills around tables which hopefully will give her more confidence. She had a good grasp of subtraction and multiplication. Division is an area I will work on. Next lesson we will continue with adding and subtracting fractions and more number work.

Cheers

Jim Richardson

Redhill

Thank you, that's useful information. [Pupil] told us that she really enjoyed her lesson with you, and now understands some things that have been a mystery to her since Year 6, which is excellent!

[Parent Z]
