**Letter to parents who did not attend three way conversation**

Date

Dear (Name of Parent /Caregiver)

As part of the Academic Counselling programme at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ we want to strengthen the relationship and communication between the school, the student and the family so that we are all working together to achieve our students’ academic success. In order to start achieving this we held Parent Student Teacher Conversations on \_\_\_\_\_\_\_\_\_\_\_ for form teachers to meet with students and their parents. They were able to look at the progress and academic record of the student so far, and then discuss ways to address any problems and to build on the student’s strengths during the rest of the year.

You may have read a report about the event in the school’s newsletter of \_\_\_\_\_\_, which your child should have brought home. The newsletter is also on-line at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

We realise that some parents had difficulty in meeting our request to come to the interview with their child’s form teacher. We hope that in the future you may be able to take up the opportunity to come in for such meetings at school concerning your child’s education. It is our aim that a greater involvement of parents in their children’s learning will translate into improved achievement overall for our students.

We have included with this letter some of the information which was given out at the interview: the \_\_\_\_\_\_\_report, the attendance record, and, for NCEA students, their record of learning. Please feel free to contact the school if you would like to discuss any matter with your child’s form teacher.

Yours sincerely

**Principal**