**Template email/letter content**

I am writing to let you know about a new opportunity for your child to be involved in a tuition programme. This programme will support your child to catch up on any gaps in their knowledge following disruptions due to school closures so please encourage your child to

see this as a positive opportunity.

**How much does this cost?**

Tuition sessions are being provided free of charge to you. They usually cost [**x**] per lesson and therefore your child will be accessing 15 hours of tuition in total [**x cost of lessons**] with 25% of the cost covered by school and 75% subsidized by the government. You can find more information on the programme [here](https://d3vgwsfdkj1ams.cloudfront.net/documents/TP_summary_for_schools_to_share_with_families.pdf?mtime=20210205115632&focal=none).

It is important that your child fully engages in all of their sessions to get the most benefit from them.

*[For 1:2 or 1:3 tutoring]* The session is likely to go ahead for the other pupils if one child is unable to attend.

**When will tutoring take place?**

The sessions will begin on [**x**] and last for [**x**] weeks.

There will be [**x**] number of [**1:1/1:2/1:**3] tutoring sessions a week, each lasting [x] hours and focusing on [**subject**].

*Your child’s tutor will come into school to deliver the session/your child will access the session online from their classroom, with their classroom teacher helping set up for this. Add further detail on your in-school supervision set up.*

**How can my child access their sessions online?**

*[For remote online tutoring]*

Should your child not have appropriate use of a computer or have internet at home then please let us know; we will ensure that they can participate by [**supplying technology/reserving their place until they are back in school**].

All sessions can be accessed via: [**log in details**]

Please note that you must access online tutoring using **[include any browser specifications and clarify which devices should/should not be used: for example, computer/tablet/phone**].

Please ensure that your child checks their login details and attempts to login before [**date tutoring begins**] to ensure there are no technical issues. If your child has problems logging in please contact [**teacher’s name**] via email at [**email address**].

You can also contact [**x**] Tuition Partner for support directly as per their guidance supplied.

Please also note that you must supervise at-home online tuition. [**Add further detail relevant to age of pupil**]. *For primary school pupils, you should remain in the room throughout the session/for secondary pupils you should be within earshot (for example, in the next room with a door open).*