

Working with families to support NTP tuition: Templates

Whether a child is receiving NTP tuition in school, or remotely at home under limited accepted circumstances, ensuring that parents are aware how and why their child is involved in the NTP programme can help to increase the chances of positive impact on pupils' academic attainment.

The following templates can be used as a starting point and adapted to communicate to families the specific type of tutoring that their child is involved in.

Key points to share with families:

- The tutoring session is a firm commitment; their child's school has paid for the session although it is free of charge for parents.
- Tutoring is linked to and supports your child's everyday classroom learning – consider sharing planned targets for the tuition block.
- Pupils and their parents/carers know when sessions are and what is expected: for example, include tuition sessions in their child's timetable alongside their other lessons and activities and consider holding an in-school or online information-sharing event about the NTP for families.

Template text reminders



A polite reminder that your child is required to complete their tutoring session today. This will begin at [x time] and finish at [x time]. If you have any technical problems, please contact [insert teacher name] at: [insert email address]. Thank you for your support.

Your child has an online group tutoring session today at school from 3.15-4.15pm. Attendance is compulsory and tutors have been allocated key areas of focus by your child's teacher.

Don't forget to test the online platform in advance of the first session and inform the school if you have any technical issues. You can contact [insert teacher name].

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. Your child will be accessing 15 hours of tuition in total. You can find more information on the programme [here](#).

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

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 here if 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 an internet connection 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.

An appropriate parent or guardian must be present in the residence of where the tuition is taking place for the duration of the online session.

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).*



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...

[Name of child] tuition timetable

Week	1	2	3	4	5	6	7	8	9
Date of session	DD/MM	DD/MM	DD/MM	DD/MM	DD/MM	DD/MM	DD/MM	DD/MM	DD/MM
Time of session	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00