<date>

**Re: Monitoring Report**

Dear NAME OF PARENT

NAME OF STUDENT has demonstrated consistent bad behaviour this week.

We will therefore monitor the progress of the NAME OF STUDENT in class using a monitoring report for 7 days.

This will be used to monitor and intervene to ensure that HE/SHE achieves the best for HIMSELF/HERSELF. They will bring the report into school each day and every lesson will show this to the class teacher. If they meet the targets for the lesson these will be ticked by the teacher and any additional comments filled in.

NAME OF STUDENT will show this to their tutor at the end of the day to get signed and then show this to you to have it signed as well. We will discuss the next step with you after the period of time stated above.

We hope this procedure can help support NAME of STUDENT and would like to thank you for your help in this process.

Please don’t hesitate to contact me if you have any queries.

Yours sincerely

TUTOR