<date>

**Mentoring Programme**

Dear Parent/Guardian

I am extremely pleased to announce that after the success of our mentoring programme last year, we will be running this again with our Year XX students.

This will involve students being allocated a mentor from our teaching staff who can help with support, guidance and encouragement through these important months ahead.

**The role of the mentor**

* Provide a regular meeting to talk about the progress of the student.
* Reassure, support and help the student over the coming months.
* To liaise with class teachers with the student at the start of this process to build their confidence if required.
* To then promote the student to be proactive with their studies, guiding who/where they can go for resources and assistance.
* To check they have a balance of study and relaxation time.
* To monitor the organisation, progress and well-being of the student.

I look forward to the start of this process and arranging an information evening to give you a further insight into how we run our mentoring programme at school. If you have any questions, please feel free to contact me at <email here>

Kind regards,