Date

**Re: Progress of <student name>**

Dear Sir/Madam,

I am concerned about the progress of <*student>* as <*he/she>* is capable of achieving their target grade in <subject> but has failed to hand in <description of work> to an acceptable level to their class teacher. Their tutor is aware of the situation and I will now deal with this as the Head of Faculty.

In <subject>, staying on target is very important as the final exams are based on a lot of the progress of classwork in lessons which are tracked by these individual assignments the teacher will set.

There are opportunities to stay back after school on Tuesdays, Wednesdays and Thursdays to complete the work and I would welcome your support in encouraging <*student*> to attend these sessions. Attending these sessions and completing work at outside of school are vital if they are serious about fulfilling their potential in in this subject.

If you wish to discuss this further, please do not hesitate to contact me for more information on the following email:

EMAIL

TEACHER

POSITION