

Working with families to support NTP tuition: Templates

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



See *Supporting online tuition at home: Briefing for schools* for more information on working with parents/carers when NTP is delivered remotely to pupils at home, including practical suggestions to support delivery.

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 a (subsidised) price for the session although it is free of charge for them.
- Tutoring is linked to and supports their 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.

Feedback from your child's tutor has been shared and is available online at [x].

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 let us or your Tuition Partner know 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. 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](#).

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.

[Name of child] tuition timetable

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

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).



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