

**Appendix 5 – Letter of concern**

*Note – please ensure that this letter is dressed in current school stationary*

Date: \_\_\_/\_\_\_/\_\_\_

Dear \_\_\_\_\_,

We are concerned about the progress of your child \_\_\_\_\_, in Year \_\_\_\_\_.

The reason for our concern is (delete where necessary):

- Persistent (more than twice in an academic year) non-serious attempts at assessment tasks
- Persistent (more than twice in an academic year) late submission of assessment tasks
- The likelihood of a MYP subject grade of less than 2 for the semester
- Other concerns

*Please outline the details of the concern in this space*

Please contact the teacher listed below if you wish to discuss this further. Please have your child return the slip below to his/her class teacher.

Class teacher

Curriculum Leader

..... ✂ .....

I received the Letter of concern regarding my child in Year XX

Parent/Carer's signature:

Parent/Carer's name: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
copies filed with: Advisor / MYP Coordinator / Vice-Principal Secondary