

School-tutor communication template

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School-Tutor Communication Template (PDF) | PTB

A template pack for school-to-tutor communication: an introduction email, a progress update format and a consent line, ready to adapt and send.

Schools and tutors work better when information flows with consent and structure. This pack gives you the introduction email, the update format and the consent wording.

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When a tutor works alongside a school, someone has to connect the two, and that someone is usually you. The pack below is the complete printable content: a consent line, an introduction email and a progress update format, each ready to adapt and send.

The pack matches the information-sharing map in our guide to telling a tutor about learning needs, and it applies equally when the in-school adult is a shadow teacher rather than a class teacher. Everything moves with your consent, in writing, and that is a feature: it keeps sensitive information about your child deliberate, and it gives everyone involved a clean record of what was shared, when, and why.

One sentence, added to any email, makes information-sharing clean in both directions:

"I give permission for [school staff name or role] and [tutor name] to share information about my child's learning, including relevant reports and support plans, for the purpose of coordinating support. Please copy me into exchanges."

Send it to both parties, separately or together. Schools are used to consent-based sharing and will often have their own form; your sentence simply starts the process. Keep a copy of what you consented to and when. If an arrangement ends, a one-line withdrawal of consent closes the channel just as cleanly.

Adapt the bracketed parts and send to the class teacher or learning support coordinator:

"Dear [teacher name]. Our child, [name, class], has started working with a tutor, [tutor name], on [subject or focus], [frequency]. We wanted you to know, because what happens in class and in sessions will reinforce each other better if they are aligned. [Tutor name] would be glad to hear the current topics or targets whenever useful, and we are happy to share session summaries with you. [Consent line]. With thanks, [your name]."

Three things make this email work: it is short, it frames the tutor as support for the school's work rather than a verdict on it, and it opens a channel without demanding the teacher's time. Send a version in the other direction too, so the tutor knows what you have told the school.

A standing five-line format keeps updates readable, whether the tutor writes to you or you relay to the school:

1. Covered this week: the topics or skills, in one line.
2. How your child responded: engagement, confidence, sticking points.
3. Evidence: a score, a finished piece, a before-and-after, where one exists.
4. Reinforce before next time: the one thing home or school can do.
5. Looking ahead: what the next session or fortnight covers.

Five lines is deliberate. Longer updates stop being written; shorter ones stop being evidence. If you are preparing for a school meeting, a term of five-line updates is the strongest folder you can carry in, and our guide to preparing for a learning support meeting shows how to use it. For routine progress meetings, the questions

worth asking at parent-teacher meetings pair well with this format. If the updates suddenly stop arriving, treat that as a prompt to ask why, not as a sign all is well.

The PDF contains the consent line, the introduction email and the update format laid out with notes, plus a blank contact log for recording what was shared with whom and when. Families weighing up structured support alongside school can also read the main SEN support page, which explains how tutoring fits around school and clinical provision without replacing either.

preparing for a learning support meeting

questions worth asking at parent-teacher meetings

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The information-sharing guide these templates implement.

Preparing for a learning support meeting

Using a term of updates as evidence in school meetings.

The full library of printable checklists, worksheets and planners.