

Student: _____

Form: _____

Ref: 129/2020

9th January 2020

Dear Parent/Carer

I am writing to inform you that your son underachieved in his recent maths progress assessment.

As a consequence, I am asking him to attend a re-sit assessment which will be supervised by maths department staff.

Time: _____ Date: _____

I am confident that with a more serious approach to preparation that your son can improve his score. mymaths and corbettmaths websites are good for revision as well as class notes.

I would like to emphasise the importance of preparation for future post module assessments and ask that you discuss this matter with your son so that we can avoid being in this situation again.

Yours sincerely

Maths Teacher

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REPLY SLIP TO: Maths Department

I confirm receipt of the letter regarding the maths assessment re-sit.

Student: _____

Form: _____

Signed: _____ (parent/carer)

Date: _____