

School name

School telephone number

Name of student

Name of subject

Dear parents/carers

Your child's hard work and participation in the subject above have been outstanding recently. I am most impressed with their level of commitment and dedication.

Your child is a conscientious student and this attitude and approach will help to achieve pleasing results.

Your child makes a consistent effort to complete all classwork and homework and to contribute in a meaningful way to class discussions.

I am extremely pleased to be teaching them.

Please congratulate your child on their efforts and encourage them to keep up the good work.

If you have any questions don't hesitate to contact me. If you need an interpreter to help with your conversation please ring the Telephone Interpreter Service on 131 450 and ask for an interpreter in your language. Tell the operator the school's phone number and the operator will ring the school and get an interpreter on the line to help you with your conversation. You will not be charged for this service.

Yours sincerely

Teacher's signature

Name of teacher

Date