# sample letter – invite student support group

Designed to be printed on school letterhead document.

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Dear

I am writing to invite you to participate in a Student Support Group (SSG) meeting for *STUDENT*. At our school, we use SSGs to discuss your child’s education and to identify ways that we can support them to achieve their best.

SSGs bring together those with the knowledge and responsibility for a student’s learning, so that they can all work together to develop educational goals and associated strategies to achieve them. This involves understanding and considering a student’s interests and strengths and establishing priorities for learning goals and how these will be monitored.

The conversations at the SSG meeting are documented and an Individual Education Plan is developed for the student. This plan provides everyone, including the student, families and school staff, with a structured and clear course of actions for learning progression.

Over the many years we have been running SSGs, we have found that parents and their children have overwhelmingly found the SSG process highly supportive and beneficial.

I look forward to meeting with you on *DAY* *DATE* at *TIME*, to begin/continue the SSG process in support of *STUDENT’s* education.

Please find a copy of the Department of Education and Training’s Student Support Group Guidelines for your information. The Guidelines can be found at the Department’s website at:

<https://www.education.vic.gov.au/school/teachers/health/Pages/oohcstusupp.aspx>

If you have any questions or would like any further support, please do not hesitate to contact me.

Kind regards

*NAME*

*SSG Coordinator*