**Middle Years Literacy and Numeracy Support (MYLNS) initiative: Information for parents, carers and families of students identified for support**

**This is a template letter that can be used to support communication with parents, carers and guardians of students identified for support through the MYLNS Initiative.**

Dear **[parent’s/carer’s name],**

I am writing to inform you about the additional targeted learning support that our school will be providing to **[Student name]** this year. **[School name]** can provide this support through the Department of Education’s Middle Years Literacy and Numeracy Support (MYLNS) initiative. This initiative enables schools across Victoria to engage highly qualified literacy and numeracy teachers to provide direct teaching support to Year 10 secondary students, to help ensure they have the literacy and numeracy skills they need for future work or study.

We have determined that **[Student name]** will benefit from additional targeted learning support in **[literacy and/or numeracy]**, based on previous achievement data and other measures of **[literacy and/or numeracy]** progress.

In 2023, this support is being provided and coordinated by **[Improvement Teacher name]. [Student name]** will be provided direct learning support by **[Improvement Teacher name].** Together they will work to set learning goals to increase their **[literacy and/or numeracy]** proficiency and confidence.

**[Improvement Teacher name]** will work with **[Student name]’s** regular classroom teachers to help them to incorporate strategies to support **[Student’s name]’s** learning in class**. [Improvement Teacher name]** may support **[Student name]** directly in a small group setting or individually within the classroom, or at times, may provide learning support outside of the classroom. MYLNS sessions at **[school name]** will be provided for **[session length]** and will occur **[number of times]** each week.

We are very pleased to be able to support **[Student name]’s** learning in this way. **[Student name]’s** progress will be monitored as part of the program and updates about their progress will be available throughout the year. We encourage you to partner with us in supporting the learning occurring at school, and monitoring success by reading **[Student name]’s** reports and attending parent, student, and teacher interviews.

If you have any queries or would like to discuss how you can work with us to support **[Student name]** through MYLNS**,** please do not hesitate to contact **[Improvement Teacher contact].**

Sincerely,

**[School Leader]**