# TUTOR LEARNING 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 Tutor Learning Initiative in 2024

Dear [parent’s/carer’s name],

I am writing to inform you about the additional learning support our school will offer to your child [Student name] this year through the Tutor Learning Initiative (TLI).

TLI provides small group learning to students who need it most, with a focus on literacy and numeracy. For more information, refer to [Tutor Learning Initiative | vic.gov.au (www.vic.gov.au)](https://www.vic.gov.au/tutor-learning-initiative)

Based on [Student name]’s achievement data and other measures of learning, we believe that [Student name] may [continue to] benefit from TLI tutoring support in 2024.

TLI tutoring support will be provided and coordinated by [Tutor name]. [Tutor name] will work with [Student name] to understand their progress in [literacy / numeracy] and set goals for future learning.

[Tutor name] will work with [Student name]’s regular classroom teacher(s) to minimise disruptions, ensure the program complements the regular curriculum and supports the lessons taking place in the classroom.

[Tutor name] will support [Student name] through [explanation of TLI practice approach selected by school*: for example, a) by working with them directly in class b) by working with them outside of the classroom c) by working with them both in class and outside the classroom*]. TLI tutoring support will be provided for [duration of participation eg *‘over Terms 1 and 2’*] and sessions will occur [number of times] each week.

If you have any questions about [Student name]’s participation in TLI, I encourage you to contact [School’s TLI contact / coordinator].

Sincerely,

[School leader]