

# Children and Young People's Services

Executive Director CYPS: Nick Hudson

The Parent/Guardian of:

**Our reference:** JB  
**Your reference:**  
**Please ask for:** Joanne Berry  
**Extension:** 86146  
**Direct line:** 01942 486146  
**Date:**

Dear Parent/Guardian

## **Elective Home Education – (Childs Name) – D.O.B. ????**

Thank you for returning your proposal form outlining the content of the curriculum that (child's Christian name) will receive.

If you have already agreed to do so, this information has now been passed to our Home Education Monitoring Officer, Mr. Ian Rayner, who will contact you in due course to make an appointment to meet with you and your child.

If you do not wish for a visit for any reason, you may provide alternative evidence of the education that (child's Christian name) is currently receiving by:

- Providing samples of completed work
- A written report which specifies the education provided and detailing each child's progress
- A combination of the above

We realise that you will require a reasonable amount of time to establish your arrangements for home education, therefore we will be requesting an appointment approximately 3 months from the date your child was withdrawn from a school/educational placement.

If you wish to discuss this further, please do not hesitate to contact me on the above number.

Yours sincerely,

Joanne Berry  
Senior Officer, Pupil Referral Service

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Please address all communications to the Director of Children and Young Peoples Services,  
for the attention of Joanne Berry  
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