



Westside School

45 North Mole Road, Gibraltar

Headteacher: : Dr Sonia Montiel Lopez BA Hons (QTS) Dip Sen, MA, PhD

Tel: (350) 20074300

enquiries@westsideschoolgibraltar.com

Dear Parents/Guardians of **Name**

Date:

I am writing to inform you that concerns have been raised about **Name** in the areas indicated below and we would greatly appreciate your cooperation in working with us to resolve these issues as it is having a negative impact on their learning.

Academic concern raised by:

<input type="checkbox"/>	Lack of commitment, effort and motivation
<input type="checkbox"/>	Consistent lack of focus and attention in class
<input type="checkbox"/>	Excessive talking in class
<input type="checkbox"/>	Incomplete and/or late assignments handed in
<input type="checkbox"/>	Homework not handed in on a regular basis
<input type="checkbox"/>	Classwork not handed in on a regular basis
<input type="checkbox"/>	Work/Assessments outstanding despite extended deadlines
<input type="checkbox"/>	Late to lessons on a regular basis
<input type="checkbox"/>	Underperforming
<input type="checkbox"/>	Not coping with pace/level of work/course content
<input type="checkbox"/>	Books not brought to class
Additional information:	

I would be grateful if you could discuss the matter with and stress the importance of commitment, determination and work practices in order to make positive progress in this subject and perform to the best of their ability in forthcoming exams in order to attain their target grade.

You are very welcome to contact us via **enquiries@westsideschoolgibraltar.com** and we will be happy to work with you and discuss ways of supporting and helping .

Sincerely,

Subject Leader: G. Alecio

Mr F J Diaz
Deputy Headteacher - Academic

Please acknowledge receipt of this letter by signing and returning this slip to the subject teacher.



Westside School - Dream Together, Work Together, Grow Together.

Name of child: _____

Academic Concern for subject: _____

Parent/Guardian name: _____

Parent/Guardian signature: _____

Date: _____

.....

For Office use only

Student Advised	
Student spoken to by Subject Leader	
Yr Coordinator consulted	
Subject Leader check	

