

Communication Templates for Boarding Tutors

1. Parent/Guardian Communications

1.1 Introduction Email to Parents/Guardians

Send at the beginning of the academic year or when you begin working with a new student.

Subject: Introduction - [Your Name] , Boarding Tutor for [House Name]

Dear [Parent/Guardian Name] ,

I hope this email finds you well. My name is [Your Name] , and I am the boarding tutor for [House Name] at [School Name] . I will be working closely with [Student Name] throughout this academic year, providing support, guidance, and supervision during their time in boarding.

A little about myself: [Brief professional background and experience] . I am passionate about [your educational philosophy or approach] and look forward to supporting [Student Name] 's academic and personal development.

As a boarding tutor, my responsibilities include:

- Supervising evening study sessions and providing academic support
- Monitoring student wellbeing and providing pastoral care
- Facilitating extracurricular activities and weekend programs
- Maintaining regular communication with parents/guardians
- Supporting students in developing independence and life skills

I believe that open communication between school and home is essential for student success. Please feel free to contact me with any questions, concerns, or updates regarding [Student Name] . The best way to reach me is [preferred contact method and details] .

I will be providing regular updates on [Student Name] 's progress and activities through [communication method - e.g., monthly emails,

termly reports, etc.]. Our first parent-tutor meeting is scheduled for [date/time], which will be an excellent opportunity to discuss [Student Name]'s goals and any specific support they might need.

Thank you for entrusting us with [Student Name]'s education and care. I look forward to working together to ensure they have a successful and enriching boarding experience.

Warm regards,

[Your Name]
Boarding Tutor, [House Name]
[School Name]
[Contact Information]

Customization Tips:

- Include a professional photo if appropriate for your school culture
- Add specific details about your boarding house traditions or values
- Mention any upcoming house events parents might want to know about
- Consider including links to school policies or boarding handbooks

1.2 Regular Progress Update

Send periodically (e.g., monthly or bi-monthly) to keep parents informed about their child's progress.

Subject: [Month/Period] Update - [Student Name]

Dear [Parent/Guardian Name],

I hope this email finds you well. I'm writing to provide you with an update on [Student Name]'s progress and activities over the past [time period].

Academic Progress:

[Student Name] has been [describe academic performance, effort, and engagement]. During evening study sessions, I've observed

[specific observations about study habits]. [He/She/They] has shown particular strength in [subjects/areas] and has been working to improve in [subjects/areas].

Social Integration and Wellbeing:

In the boarding house, [Student Name] has been [describe social integration, friendships, and general wellbeing]. [He/She/They] has participated in [house activities/events] and has shown [positive social behaviors or developments].

Extracurricular Involvement:

[Student Name] has been involved in [extracurricular activities]. [He/She/They] has particularly enjoyed [specific activity] and has [achievements or progress in this area].

Areas of Celebration:

I'd like to highlight [specific achievements, improvements, or positive behaviors]. These demonstrate [Student Name]'s growth in [relevant areas].

Areas for Development:

Moving forward, we will be focusing on helping [Student Name] develop [specific skills or areas for improvement]. We plan to support this through [specific strategies or support mechanisms].

Upcoming Events:

The boarding house has several activities planned for the coming weeks, including [list of upcoming events]. [Student Name] has expressed interest in [specific events].

If you have any questions or would like to discuss any aspect of [Student Name]'s boarding experience, please don't hesitate to contact me. I'm also interested in hearing any insights or updates from home that might help us better support [Student Name].

Thank you for your continued support and partnership.

Best regards,

[Your Name]

Boarding Tutor, [House Name]

[Contact Information]

Customization Tips:

- Include specific examples of student work or achievements
- Attach photos of the student participating in house activities (with appropriate permissions)
- Adjust the level of detail based on parent preferences and school policy
- Consider cultural differences in communication styles for international students' families

1.3 Concern Communication

Use when you need to address a specific concern with parents/guardians.

Subject: Discussion Regarding [Brief Description of Concern] -
[Student Name]

Dear [Parent/Guardian Name],

I hope this email finds you well. I am writing to discuss a matter concerning [Student Name] that I believe warrants your attention and input.

Recently, I have observed [specific behavior, issue, or concern]. Specifically, [provide factual details about what has occurred, when, and any relevant context].

This is of concern because [explain why this is important and how it impacts the student's wellbeing, academic progress, or boarding experience].

So far, I have [describe any steps you have already taken to address the issue]. [Student Name] has responded by [describe student's response or reaction].

Moving forward, I would like to suggest [proposed plan or strategies]. I believe this approach will help [expected positive outcome].

I would value your insights on this matter, as your perspective and knowledge of [Student Name] would be helpful in addressing this effectively. Would you be available for a phone call or video meeting on [suggest dates/times] to discuss this further?

Please be assured that our goal is to support [Student Name]'s overall development and wellbeing. I am confident that by working together, we can help [him/her/them] navigate this challenge successfully.

Thank you for your partnership in [Student Name]'s education.

Regards,

[Your Name]

Boarding Tutor, [House Name]

[Contact Information]

Customization Tips:

- Maintain a balanced tone - express concern without causing undue alarm
- Focus on observable behaviors rather than making judgments
- Include specific examples but maintain appropriate confidentiality
- Always suggest constructive next steps and express confidence in resolution
- For serious concerns, consult with senior staff before sending

1.4 Event Permission Request

Use when seeking permission for students to participate in off-campus or special events.

Subject: Permission Request: [Event Name] - [Date]

Dear [Parent/Guardian Name],

I am writing to request your permission for [Student Name] to participate in an upcoming [type of event] that has been organized for our boarding students.

Event Details:

- **Event:** [Name of event]
- **Date:** [Date]
- **Time:** [Start and end times]
- **Location:** [Location details]
- **Transportation:** [Transportation arrangements]
- **Supervising Staff:** [Names and roles of staff members]
- **Cost:** [Any costs and payment details]

Purpose and Activities:

This event will provide students with the opportunity to [describe educational or developmental benefits]. Activities will include [list main activities].

Requirements:

Students will need to bring [list any required items, clothing, etc.].

Safety Measures:

We have conducted a thorough risk assessment for this event. Safety measures include [list key safety protocols]. All activities will be supervised by qualified staff, and we will maintain our standard supervision ratios.

To grant permission for [Student Name] to participate, please complete the attached permission form and return it by [deadline date]. Alternatively, you can reply to this email with your explicit permission.

If you have any questions or concerns about this event, please don't hesitate to contact me at [your contact information].

Thank you for your support of our boarding program activities.

Best regards,

[Your Name]

Boarding Tutor, [House Name]

[Contact Information]

Customization Tips:

- Attach any relevant forms, itineraries, or information sheets
- Include photos or links to the venue/activity if appropriate
- For international trips, include specific details about passport/visa requirements
- Adjust the level of detail based on the nature and risk level of the activity

2. Student Communications

2.1 Welcome Message to New Students

Send to new students before they arrive at the boarding house.

Subject: Welcome to [House Name] Boarding House!

Hello [Student Name] ,

My name is [Your Name] , and I will be your boarding tutor at [House Name] this year. I'm really looking forward to meeting you and welcoming you to our boarding community!

Starting at a new boarding house can be both exciting and a little nerve-wracking, so I wanted to reach out and introduce myself before you arrive. I've been a boarding tutor at [School Name] for [number of years] , and I'm here to help make your transition as smooth as possible.

A bit about our house:

[House Name] is home to [number] students from [ages/grades and backgrounds] . We're known for our [house characteristics, traditions, or values] . Some of our regular activities include [house activities] .

What to expect on arrival day:

When you arrive on [date] , you'll be greeted by our house team. We'll help you get settled in your room, which you'll be sharing with [roommate information if applicable] . We have a special welcome event planned for [time] , where you'll meet the other students and staff.

What to bring:

In addition to the school's official packing list, here are a few extra items that students in our house find useful:

- [Suggested item 1]

- [Suggested item 2]
- [Suggested item 3]

A typical day:

Our daily routine generally includes [brief description of daily schedule]. On weekends, we [weekend activities].

If you have any questions before you arrive, please don't hesitate to email me at [your email]. I'm here to help!

I've also attached our house handbook, which contains more detailed information about life in [House Name].

Looking forward to meeting you soon and helping you make [School Name] your home away from home!

Best wishes,

[Your Name]

Boarding Tutor, [House Name]

[Contact Information]

Customization Tips:

- Use a friendly, welcoming tone appropriate for the student's age
- Include a photo of yourself and possibly the boarding house
- Consider adding quotes or messages from current students
- Adjust formality based on your school's culture

2.2 Academic Support Check-in

Use for regular check-ins with students about their academic progress.

Hi [Student Name],

I hope you're having a good week. I'd like to schedule a short check-in meeting to discuss how your academic work is going and see if there's any additional support I can provide.

I've noticed [specific observation about their academic work, study habits, or recent performance], and I'd like to talk about [specific aspect to discuss].

Could we meet [suggest day/time] in [location]? The meeting will take about [duration], and we'll cover:

- How you're feeling about your current academic workload
- Any specific subjects or assignments you'd like help with
- Study strategies that might be helpful for upcoming assessments
- Setting some goals for the next few weeks

Please let me know if this time works for you, or suggest an alternative. Remember, these check-ins are to support you, not to add pressure. I'm here to help you succeed and make the most of your academic potential.

Looking forward to our chat,

[Your Name]

Customization Tips:

- Keep the tone supportive and non-judgmental
- Include specific observations that show you're paying attention to their work
- For younger students, simplify the language and focus on concrete examples
- For older students, emphasize partnership in their academic journey

2.3 Wellbeing Check-in

Use when you want to check in with a student about their wellbeing or if you've noticed potential concerns.

Hi [Student Name],

I hope this message finds you well. I wanted to reach out and see how you're doing. Being away from home and balancing school responsibilities can sometimes be challenging, and I'm here to support you.

I've noticed [neutral observation, if applicable], and I wanted to check if everything is okay or if there's anything you'd like to talk about.

Would you be comfortable having a chat [suggest day/time]? We could [suggest casual activity - e.g., "grab a hot chocolate in the common room" or "take a walk around campus"]. This isn't formal or anything to worry about - just a chance to check in.

Remember that as your boarding tutor, I'm here to listen and help with any challenges you might be facing - whether they're related to academics, friendships, homesickness, or anything else. Sometimes just talking things through can make a big difference.

If you'd prefer to speak with someone else, that's absolutely fine too. [School counselor/nurse/other staff member] is also available to chat.

Looking forward to hearing from you,

[Your Name]

Customization Tips:

- Keep the tone warm and non-intrusive
- Avoid language that might make the student feel singled out or problematic
- For serious concerns, consider whether a message is appropriate or if an in-person approach would be better
- Always follow up if you don't receive a response

3. Colleague Communications

3.1 Student Concern Referral

Use when referring a student concern to another staff member (e.g., counselor, head of boarding, academic teacher).

Subject: Student Concern Referral - [Student Name]

Dear [Colleague Name],

I am writing to bring your attention to some concerns regarding [Student Name], a [year/grade] student in [House Name] boarding house.

Nature of Concern:

I have observed [specific behaviors, changes, or issues] over the past [time period]. Specifically, [provide detailed, factual observations with dates where possible].

Context:

These observations are notable because [explain why these behaviors are concerning or represent a change]. For context, [Student Name] typically [describe normal behavior or relevant background].

Actions Taken So Far:

To date, I have [describe any steps you've already taken]. The student's response has been [describe student's reaction or engagement with your interventions].

Reason for Referral:

I am referring this to you because [explain why this requires their specific expertise or authority]. I believe [Student Name] would benefit from [suggested support or intervention].

Requested Action:

Would you be able to [specific request - e.g., "meet with the student," "advise on next steps," "join me in a meeting with the student"] ? I am available to discuss this further at your convenience.

Urgency Level:

I consider this matter to be [urgent/semi-urgent/routine but important] .

Thank you for your support with this matter. I appreciate your expertise and collaboration in ensuring our students receive the appropriate support.

Best regards,

[Your Name]

Boarding Tutor, [House Name]

[Contact Information]

Customization Tips:

- Be factual and specific, avoiding subjective judgments
- Include all relevant information while respecting confidentiality
- Clearly indicate the level of urgency
- For urgent matters, follow up with a phone call or in-person conversation

3.2 Handover Notes

Use when handing over duty to another boarding staff member.

Subject: Boarding Duty Handover Notes - [Date]

Dear [Colleague Name] ,

Please find below my handover notes from today's duty in [House Name] :

General House Status:

Overall, the house is [general status - e.g., "calm," "settled," etc.]. [Any notable atmosphere or group dynamics].

Student Concerns/Monitoring:

- [Student Name]: [Specific concern or monitoring requirement]. Please [specific action needed].
- [Student Name]: [Specific concern or monitoring requirement]. Please [specific action needed].
- [Student Name]: [Specific concern or monitoring requirement]. Please [specific action needed].

Medical/Health:

[Any medical issues, medication administered, or students in the health center]

Absences/Late Returns:

[Any students who are absent or expected to return late, with reasons and expected return times]

Facilities/Maintenance:

[Any facilities issues or maintenance requirements]

Upcoming Events/Reminders:

[Any events or important reminders for the next duty period]

Actions Required:

- [Specific action needed] by [time/deadline if applicable]
- [Specific action needed] by [time/deadline if applicable]

Additional Notes:

[Any other relevant information]

I can be reached at [contact information] if you need any clarification or if anything arises related to these handover notes.

Thank you,

[Your Name]

Customization Tips:

- Prioritize information by importance and urgency
- Be concise but include all necessary details
- Use bullet points for clarity and quick reference
- Consider using a color-coding system for different levels of concern

4. Administrative Communications

4.1 Incident Report Email

Use when reporting an incident to administrative staff.

Subject: Incident Report - [Brief Description] - [Date]

Dear [Administrator Name/Position],

I am writing to report an incident that occurred in [House Name] boarding house. A formal incident report form has been completed and is attached to this email.

Incident Summary:

- **Date and Time:** [Date and time of incident]
- **Location:** [Specific location]
- **Students Involved:** [Names and years/grades]
- **Nature of Incident:** [Brief description of what occurred]
- **Staff Present:** [Staff who witnessed or responded to the incident]

Description of Incident:

[Detailed, factual account of what happened, in chronological order]

Immediate Actions Taken:

[Actions taken at the time of the incident]

Current Status:

[Current situation, including student wellbeing and any ongoing concerns]

Parent/Guardian Notification:

[Whether parents/guardians have been notified, by whom, when, and their response]

Recommended Follow-up:

[Your recommendations for next steps or further action]

Please let me know if you require any additional information. I am available to discuss this incident further at your convenience.

Regards,

[Your Name]

Boarding Tutor, [House Name]

[Contact Information]

Customization Tips:

- Stick to facts and avoid speculative language
- Include all relevant details while being concise
- For serious incidents, follow your school's specific reporting protocols
- Consider whether a phone call should accompany this email for urgent matters

4.2 Resource or Support Request

Use when requesting resources or support for boarding activities or student needs.

Subject: Resource Request - [Brief Description]

Dear [Administrator Name/Position],

I am writing to request [specific resource or support] for [House Name] boarding house.

Request Details:

- **Resource/Support Needed:** [Specific description]
- **Purpose:** [How this will be used/benefit students]
- **Timeline:** [When this is needed by]
- **Cost (if applicable):** [Estimated cost]

- **Suggested Supplier/Provider (if applicable):** [Supplier information]

Justification:

This request is important because [explain the need and benefits]. It aligns with our boarding program goals of [relevant goals or objectives].

Impact on Students:

Approximately [number] students would benefit from this resource/support. The specific benefits include [list benefits].

Alternatives Considered:

I have considered [alternative options], but believe this request represents the most [effective/cost-efficient/appropriate] solution because [reasons].

I would be happy to provide any additional information or clarification needed to support this request. Thank you for your consideration.

Best regards,

[Your Name]

Boarding Tutor, [House Name]
[Contact Information]

Customization Tips:

- Be specific about what you need and why
- Include research or examples if relevant
- Quantify benefits where possible
- Acknowledge budget constraints and demonstrate cost-consciousness