

.....
.....
.....
.....
.....

Date:

Dear

School Attendance Consultative Group Meeting

The very irregular attendance and punctuality of your child
a registered pupil atSchool has been
reported and in order that this matter can be fully discussed with you, a meeting has been
arranged for;

Date:

Time:

Venue:

The function of this meeting is to enable you, as parent to discuss any problems your child may be experiencing at school. It will also give you an opportunity to meet with school staff to be informed of your child's progress at school and for you to state the reasons for your child's poor attendance and punctuality. At the meeting a Senior Education Welfare officer will explain to you the responsibility you have as parent and the legal procedures the local authority can institute, although it is anticipated that any such problems can be resolved during the meeting.

If you do not attend the meeting and no reason for your absence is received, your child's attendance and punctuality will be discussed and a decision taken of which you will be notified. If however you contact the Education Office on the above telephone number and give prior notice of your inability to attend, a further meeting will be arranged, details of which you will be notified.

Yours sincerely

.....
.....

.....
.....
.....
.....

Date :

Cher (e)

Likita ya groupe consultatif ya scolarité

Presence na ponctualite très irrégulieres ya mwana nayo.....

un eleve enregistré na école..... azalaki rapporté mpe mpo ete question wana ezala examinée entièrement na yo, likita ezalaki organisée pour ;

Date :

Heure :

Esika ya rendez-vous :

Tina ya likita oyo ezali mpo na ko permettre yo,lokola moboti mpo na ko discuter ba problèmes nionso oyo mwana nayo akoki ko rencontrer na école. Ekopesa yo lisusu occasion moko ya kokutana na personnel ya école baye bakoyibisa yo progrès ya mwana nayo na école mpe koyebisa yo ba raisons mpo na presence pauvre mpe na manque ya ponctualite ya mwana nayo. Na tango ya likita mokonzi ya Assistant social ya éducation moko akolimbolela yo makoki ozali na yango lokola moboti na ba procédures légales autorité locale akoki kokamata, bien qu'on prévoie été ba problèmes ya ndenge wana ekoki kobonga na tango ya likita. Soki oye na likita te mpe oyebisi biso tina nini oyaki te to ko discuter presence na manque ya ponctualite ya mwana nayo mpe tokoyebisa yo mokana nini tokozwa. Soki o telephoner bureau ya éducation na numéro ya téléphone oyo ezali likolo ya mokanda mpe opesi biso avant été okoka koya na likita te, tokobongisa mokolo mususu ya likita mpe tokoyebisa yo.

Bien à vous

.....
.....