



JOHN TONKIN COLLEGE  
Mandurah Western Australia

## LETTER OF CONCERN

Dear Parent/Caregiver

We would like to bring to your attention our concern about your son/ daughter's performance/ behaviour which is affecting academic progress.

\_\_\_\_\_ (Student's full name)

\_\_\_\_\_ (Year)

- is frequently absent from class
- is consistently late to class
- fails to bring all necessary equipment (see comment below)
- is disruptive and/or disrespectful to staff/students/property
- regularly fails to follow the teacher's instructions
- does not settle down to work in class
- is doing little or no homework
- is not completing process work towards an assessment task
- has achieved an unsatisfactory grade for an assessment task
- is underperforming in a VET program
- is underperforming in a John Tonkin College Certificate course
- does not follow the mobile phone /iPod policy

We believe that it is important that you are aware of these concerns and appreciate your support in encouraging \_\_\_\_\_ to improve his/her performance/ attitude.

Please contact the teacher on \_\_\_\_\_ if you wish to discuss this matter further.

**Teacher comment:** \_\_\_\_\_

\_\_\_\_\_

_____	_____	_____
Teacher	Signature	Subject
_____	_____	_____
Head of Learning Area	Signature	Date

### Tindale Campus

Gibla Street, Mandurah WA 6210  
PO Box 684 Mandurah WA 6210  
Phone: (08) 9535 3800 Fax: (08) 9535 2966

Email: [admin@johntonkincollege.wa.edu.au](mailto:admin@johntonkincollege.wa.edu.au)

### PET Campus

Education Drive, Mandurah WA 6210  
PO Box 684 Mandurah WA 6210  
Phone: (08) 9583 7373 Fax: (08) 9581 9299

Website: [www.johntonkincollege.wa.edu.au](http://www.johntonkincollege.wa.edu.au)