

Tel: 0118 974 6193 (Direct Line)  
Email: ehe@wokingham.gov.uk  
Date: 11 September 2024  
My ref: EHE



**WOKINGHAM**  
**BOROUGH COUNCIL**

Parent name  
Parent address

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Children's Services  
Education Welfare Service  
Shute End Council Offices  
Wokingham  
RG40 1BN  
Tel: (0118) 974 6193

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Dear Parent name

**RE: ELECTIVE HOME EDUCATION**  
**NAME: CHILD NAME, DOB: CHILD DOB**

We have been informed that you have taken responsibility for educating Child name other than at school.

As his/her parent, you may choose to teach him/her yourself, use a correspondence course, a private tutor, a college, or a combination of these, but there is no financial assistance available to help you to do this. I have enclosed an information booklet, which I hope you will find useful.

The Local Authority has a legal duty to ensure that children are receiving an efficient, suitable full-time education. To do this we employ an Education Officer. This Officer will wish to discuss with you the programme that you have put in place to ensure that Child name is receiving a suitable education and will be in contact shortly.

Please can you complete and return the enclosed form to enable us to keep our records up to date. Our officer will contact you shortly to arrange a convenient visit. If you would like any advice in the meantime, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Paul Nicola', written in a cursive style.

Paul Nicola  
Education Officer