

Example European Languages offer letter (May 2017)

Dear Parent

I am writing to inform you that we have been unable to offer your child a place on the Mandarin Excellence Programme, starting in September 2017. The programme was heavily oversubscribed, with over 80 students applying for just 30 places. We have endeavoured to select students in as fair a way as possible, through Mandarin taster lessons, Mandarin Aptitude Tests and references from their Primary Schools. Whilst we have tried to ensure that the process is as equitable as possible, we understand that you may be disappointed with this decision. We do have a waiting list in place and will contact you if any additional places become available to see if you are still interested in your child joining the programme. Please do not contact [name of teacher] to discuss individual cases.

Your child will study two European languages in Year 7. We will endeavour to offer them the languages they have selected where possible. They will have the opportunity to take part in our extensive visits programme and spend time in countries where the languages are spoken. We also hope to be able to offer a Mandarin Culture & Language lunchtime club, which will be open to all students in Years 7 and 8 and we would encourage your child to join if they are still interested in learning the language. Your child may also have the opportunity to learn Chinese at [name of school] later in their school career.

Thank you very much for your support.

Yours sincerely...