Children and Families Directorate

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| **PRIVATE & CONFIDENTIAL**  **BY HAND** | Your Ref:  Our Ref:  Please ask for:  Direct line / Extension:  E-mail: |  |

[Enter date here in dd/mm/yyyy format]

Dear [first name of parent and or person with parental responsibility]

Re: *[name of child/ren]*

I am writing to confirm that due to the changes you have made, the period of pre-proceedings has now ended as we are no longer worried about [child/ren’s name/s] being in your care. In our last meeting we discussed the positive progress you have made. The improvements you have made are set out below:

|  |  |
| --- | --- |
| **Worries** | **Improvements** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

I will remain the Social Worker for [name of child/ren] and it is important that we continue to work together so that I can provide support and guidance when needed.

The plan for [name of child/ren] is [insert plan: e.g. name of child/ren will remain living with you and subject to a Child Protection Plan].

The next meetings that you need to attend are:

Child Protection Review on ….at…

Core Group on ….at…..

If you have any questions at all, please contact me on [telephone number of social worker].

Yours sincerely

***[Name of Social Worker]***

**Social Worker**

**[Insert team title if appropriate]**

**Children and Families Directorate**

**Plough Lane Offices**

**Plough Lane, Hereford HR4 0LE**