

Hello (Volunteers name),

I am reaching out to you to inform you that there is a Learner needing your assistance.

To respect the confidentiality and security of our clients, we need to connect on a brief phone call so that I can share their details with you. Therefore, please make yourself available at the below date/time for me to call you.

(Date, Time)

If you are not available at this time, please advise ASAP so we can arrange an alternative time to review the Learners details.

After this initial call, any reporting of the tutoring sessions with the Learner is to be communicated via email. In these email you are to refer to the Learner using **only their initials**.

Thank you,