

# Letters in Sociology

## What did/do you do?

Sociology sends paper letters to students to chase attendance.

## Who is involved?

Letters come from the Senior Tutor, sent to students' home and University addresses.

## How do you do it?

When intervention from the Personal Tutor and Module Leader (by email) has failed, the Senior Tutor sends a stern letter to students' home and University addresses. Letters are addressed to students, not their parents, but seeing a University-branded envelope come through the letterbox prompts a number of parents to phone their child and ask what's going on.

First year students also get a letter if they have failed to attend two sessions. This letter is in a softer, less disciplinary tone and is only sent to their University address. This has generated a good amount of responses - yes, it has increased the workload of the Senior Tutor, but it is effective!

## Why do you do it?

To ensure students' wellbeing! They might have got lost, or could have serious problems. Sending a letter shows this issue is taken seriously, whereas sending an email might not.

## Does it work?

The letters call students in to see the Senior Tutor. The majority of students turn up.

## Teaching and Learning Case Study

HaSS 'communicating with students' project, 2010/11

Anselma Gallinat,  
School of Geography,  
Politics and Sociology

### Coherent Curriculum theme:

- Student Engagement

### Other keywords:

- pastoral