**LETTER TO END PRE-PROCEEDINGS.**

Contact:

Office Address:

Direct line:

My ref:

E-mail:

Date:

Dear Miss/Ms/Mrs/Mr [Insert the parent/s name/s here]

**Re: [Insert the names of Child/ren] – LETTER TO END PRE-PROCEEDINGS**

I am writing to let you know that the concerns raised by Gloucestershire Children’s Services about your care of your child/ren in the letter dated [insert the date of the Letter before Proceedings] and discussed at the Pre-Proceedings Meetings on [insert the dates of these meetings], have been successfully addressed.

As a result of this the decision has been made to end the Pre-Proceedings for [insert child/ren’s names] on [insert date of the final Pre-Proceedings Meeting]. As agreed at this meeting, we will continue to support your family through [e.g. a Child Protection Plan, Child in Need Plan, etc.] and this will be reviewed at a meeting on [Insert date of core group meeting, CP conference, CIN meeting as appropriate].

Thank you for working with us and we are very pleased that we have been able to work together to ensure that your child/ren are safe and that you can continue to care for them.

Yours sincerely

[name]

Team Manager

[Insert Local office/service]

cc Social Worker [name]

Local Authority In-house Legal Team

[Name of mother’s solicitor, and Law Firm]

[Name of father’s solicitor, and Law Firm]