

Draft Letter – Pre-school

Your Name
Your address

Date

School name
School address

Dear {name of person at school},

I am concerned that my son/daughter seems to be having difficulty with learning and may have a special educational need. I do not think s/he is making adequate progress.

I would like to meet you to discuss my child and what the pre-school can do to help.

The points I would like you to know about are:

{ e.g.: Rosa cannot hold a pencil. I noticed this last term and told the teacher }

The questions I would like to discuss are:

{List the questions}.

I would like to have a copy of my child's record, including any records of my child's progress. I would also like a copy of the pre-school's special educational needs policy.

I am available for a meeting on {give dates}. I would like to bring a friend/adviser {give their name}.

I do hope that we can work in partnership so that my child can do as well as possible.

I look forward to hearing from you.

Yours sincerely,

{Your name}