

Draft Letter – Primary/ Secondary 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 school can do to help.

The points I would like you to know about are:

{ e.g.: Carol has difficulties in her reading. I noticed this last term and told the teacher }

The questions I would like to discuss are:

{List the questions e.g. I would like to discuss ways of helping her improve}.

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 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}*