

A sample letter for school

Dear **[Teacher / Head teacher]**

I am concerned that my child seems to be having difficulty with learning and may have a special educational need. I would like to meet with you to discuss this and what the school can do to help.

The questions I would like to discuss are.....

[list your questions]

The points I would like you to know about are....

[list all your points in note form eg:

- 1. "Child's Name" cannot spell or read very well**
- 2. I noticed this last year & told Mrs.....]**

Please pass on my request for my child's school record to the chair of governors. I should also like to see a copy of the school's special needs policy.

I am available for a meeting.... **[give dates].**

I would like to bring a friend with me **[give your friend's name].**

I look forward to hearing from you.

Yours sincerely