

Dear [insert school principal's name],

[Insert child's full name and date of birth]

I am concerned that [insert child's name] is not making adequate progress in school and may have special educational needs. In particular I am worried about:

[list your concerns, eg slow rate of progress in reading, difficulty in relating to others, possibility of being bullied, poor communication skills.]

I would like to meet with you to discuss my concerns and what the school can do to help. I would also like to bring my friend/adviser [insert his/her name]. The questions I would like to discuss are: [list questions].

I would like a copy of my child's school records and a copy of the school's SEN policy. I hope that we can work in partnership, so that [child's first name] can do as well as possible.

I look forward to hearing from you.

Yours sincerely,

[Your name]