**Requesting a meeting with a teacher or SENCO**

**Sample letter**

The parts of this letter in **bold** will need to be changed or deleted so that they are relevant to your situation.

**Your address and postcode**

**Your contact number and email address**

**Date**

Dear **Teacher/Tutor/SENCO’s name**

Request for a meeting

Re: **Child or young person’s name**, DoB **(give date of birth)**, **Class/Form** **(give class or form)**

I am concerned that my **son/daughter** may be having some difficulties at school. **He/She** is …

**(List your concerns here which may include struggling with reading/writing/maths; not making progress; having trouble with homework; being anxious about going to school; displaying behaviour at home which is getting worse.)**

I would like to meet with you to discuss my concerns and to review **his/her** progress. At the meeting I would like to discuss the following:

**(You may want to include some of the following points. Add any other issues or questions relevant to your situation.)**

* What level is my child working at? Is my child at the expected level for **his/her** age?
* Is my child making progress? Achieving **his/her** full learning potential?
* Is my child getting any extra help?
* Is the extra help given to my child in a group or individually? Is it every day? How long is it for?
* What assessments, if any, have school done to find out about my child’s difficulties?
* Have school referred my child to any specialist services?
* Can I see my child’s Individual Education Plan (IEP)? (Your school may have a different name for this.)
* What can I do to work with school and help at home?
* What will the next steps be if my child needs more help?
* Do we need to consider a request for an EHC needs assessment?

Please let me know when it would be convenient for us to meet. I am available on (**give dates and times you are available**).

I look forward to hearing from you soon. You can contact me on either (**give contact number)** or (**give email address)**.

Thank you for your help.

Yours sincerely

**Your name**

For further information, please contact:

**SENDIASS** (Tameside Special Educational Needs and Disability Information, Advice and Support Service)

Tel: 0161 342 3383 Email: [sendiass@tameside.gov.uk](mailto:sendiass@tameside.gov.uk) Website: [www.tameside.gov.uk/sendiass](http://www.tameside.gov.uk/sendiass)