

Sample Letter
Requesting information

The following sample letter can be used as guidance for writing your own letter to your school.
Please insert, delete and adapt the words in bold so it is relevant to your situation.

Your Address
Date of sending.

[Address of where letter is to be sent]

Dear **[Insert Head teacher's name and title.]**

Re [Child's Name]; [Class in school],

I would be very grateful if you could provide me with the following information in relation to my child.

1. A note of when’s **[add your child's name]** was placed on the Special Educational Needs Register
2. What Stage was **s/he** placed on at that time?
3. Has **s/he** been moved to another Stage? If so on what date was **s/he** moved and to what Stage?
4. A note of all support the school has provided forin each of **his/her** years at the school, i.e.
 - The type of special provision made, (e.g. maths/ literacy/ individual/ small group),
 - How long the provision was in place and what were the outcomes?

I would also be grateful if you could provide me with a copy of any results from tests/ assessments/ /evaluations of any kind which the school holds in relation to, **[add your child's name]** I am advised that I am legally entitled to receive these records.

I would greatly appreciate a prompt response to this request

Thank you for your assistance in this matter,

Yours sincerely,

(Parent's name).



Advice Line
028 9079 5779