Asking for a school meeting

When School Feels Impossible • Julie A Milner

Use this as a starting point. Replace the square brackets, keep only what fits your family, and check the recipient before sending.

Date: [date]

To: [recipient]

Subject: Request to meet about [child's name]

Dear [name],

I hope you are well. I'm getting in touch because [child's name] is finding some aspects of school difficult, and I'd really value the chance to talk things through together.

At home, we have noticed [brief examples]. We would like to understand what might be happening from [child's name]'s point of view and what might help.

Could we arrange a meeting with the relevant staff, including the Additional Learning Needs Coordinator (ALNCo) if appropriate? It would be helpful to discuss what has been tried, what has helped, and any adjustments we could consider together.

Please could you suggest some dates, let me know who would attend, and share a brief written summary of any actions we agree?

Thank you for taking the time to work with us. We all want [child's name] to feel safe, included and able to learn.

Kind regards,

[Your name]

Helpful note

You may ask for a supporter to attend. Keep a copy of your message and any agreed actions.