Letter to school: request a dyslexia support meeting

Fill in the gaps, then print, sign and send to your child's Head of Year. You can also copy the wording into an email.

Date: _____

Dear Head of Year,

I would like to request a meeting about my child, who is showing signs of dyslexia.

Child's name: _____ Class: _____

These are the signs I have spotted. The impact is that my child is falling behind in class:

1. _____
2. _____
3. _____

At the meeting, I would like to discuss an individual learning plan or pupil passport being written for my child, so we can monitor their progress and help them catch up.

I would also like to discuss the possibility of the school arranging a dyslexia screening test and a dyslexia assessment.

The meeting would be most effective if these members of staff were able to attend:

- Class teacher
- Class teaching assistant
- SENCO

After the first meeting, I would like a half-hour follow-up meeting every half-term, so we can discuss my child's progress and any concerns.

Please could you confirm that the following will be arranged:

[ ] A meeting to discuss extra support
[ ] An individual learning plan or pupil passport
[ ] A follow-up meeting every half-term

Finally, I would ask that this support is put in place even without a full dyslexia assessment, so my child can keep progressing and does not fall further behind in class.

Please send me a time and date for the first meeting.

Kind regards,

Signed: _____

Name: _____ Phone or email: _____