Name:

Date:

Dear SENCO,

I am contacting you to request a meeting, and to also to provide you with some information before we meet.

I am available to meet you ………………………………………………………………………………………………………………..

My child ……………………………………………, is telling me that he/she is having some problems with:

……………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………

When they are at home, I see the following:

……………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………

I am requesting a meeting to talk to you about:

……………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………

I look forward to hearing from you soon

……………………………………………………………….