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Template letter for teachers

This letter is to be edited to your own words and to describe your own child’s needs.

This version is to be sent at the beginning of the first term of Year 7 to all your child’s form teacher, subject teachers, head of year and anyone else you feel needs to know your child other than the SENCO and Support staff.

Resend this letter:

* Every term
* If there’s a new teacher permanent or supply
* Any incident or situation where you feel your child hasn’t been understood
* If you child wishes they knew something new about them

Keep a record of who you have sent there to so no one can say they didn’t know about your child.

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Dear teacher,

[CHILDS NAME] is really looking forward to being in your class this year and I’m really hoping that he/she/they will thrive here in their new school and that their needs will be met to make their journey the best it can be.

[CHILDS NAME] has a diagnosis of autism/is on the diagnostic pathway for autism [name any other diagnosis] he/she/they have an EHCP/are being assessed for an EHCP. We have had meetings and spoken with the SENCO regarding [CHILDS NAME] needs being met and how the school will be supporting them, but I thought it would be helpful to email you directly and tell you a little about [CHILDS NAME] needs to help you understand them more and to have a clear understanding of how they manage in the school setting.

*Give a concise description of your child’s needs for the teacher to get an instant understanding of how you child manages in the class.*

Behaviour

Processing skills

Sensory needs

What they like

What they dislike

What they struggle with

Any information that will help the teacher understand your child better.

Thank you so much for taking the time to read this and get to know [CHILDS NAME] a little bit better to help them succeed in this big transition up to secondary.

I will keep you directly informed if anything arises that I feel may affect [CHILDS NAME] in your class and I would be grateful if you would do the same regarding any incidents at school which may affect them at home.

Best wishes

[YOUR NAME]