
SCHOOL

School Email Template Pack

Three templates — warm, firm, urgent — for emailing school about ADHD support.

When to use each template

Warm — first request, building relationship with teacher or SENCo. Use when your child's support plan is new or you're unsure how the school will respond.

Firm — second request after initial contact with no response, or when you need to establish clearer expectations about what support looks like.

Urgent — behaviour or wellbeing is deteriorating, school isn't implementing promised adjustments, or you need action within a specific timeframe.

Warm: Opening the conversation

Hi [Teacher/SENCo name],

I wanted to get in touch about [child's name]'s experience in your classroom. We've noticed [specific situation: "trouble sitting still during group work" / "difficulty following multi-step instructions" / "anxiety before tests"].

I suspect this might benefit from some small adjustments. Could we chat about what's working well for [him/her/them] already, and what we might try together?

I'm flexible and keen to work with your expertise. [Optional: "I've attached a short note with things that help at home if useful."]

Thanks, [Your name]

Firm: Naming what you need

Hi [Teacher/SENCo name],

Following up on my email from [date], I wanted to clarify what would help [child's name] most in your classroom.

Specifically, we're asking for:

- [Concrete adjustment: "written instructions posted on the board, not just spoken" / "5-minute warning before transitions" / "ability to take tests in a quieter space"]
- [Second adjustment if needed]

I understand school has capacity constraints. I'm hoping we can trial these for [2–4 weeks] and then check in on whether they're making a difference.

Could you let me know by [specific date] if these are possible, and if not, what alternatives you'd suggest?

Thanks, [Your name]

Urgent: Escalating formally

Hi [Teacher/SENCo name / Head of Year],

I'm writing because [child's name]'s situation has changed significantly: [specific example: "three meltdowns this week" / "refusing to attend school" / "grades have dropped since the term started and agreed adjustments aren't in place"].

We agreed [reference specific promise made] but this hasn't happened. I need [clear action] to start by [date], as [child's name]'s wellbeing/learning is being affected.

I'd like to meet within the next week to make a plan. [Optional: "I'm copying the SENCo/Head so we can align on next steps."]

[Your name]

Before you send

- **Edit in [brackets]** — replace with your child's name, teacher's name, and specific examples from your situation.
- **Adjust tone** — if your school relationship is already tense, move straight to Firm or Urgent.
- **Keep a copy** — save what you send. Schools often claim emails didn't arrive.

- **Follow up in person** — email is evidence, but a 2-minute hallway chat can speed things up.
-

After you send

If there's no response within 7 days (Warm or Firm), escalate to the SENCo or Head. If urgent adjustments aren't made within the agreed timeframe, ask about formal EHCP assessment or contact your local authority's SEND team.

Use the OhADHD School Email Generator for custom templates tailored to your child's specific needs and your school's terminology.

OhADHD provides educational self-help tools and practical support. It does not diagnose, treat, or replace a qualified medical, psychological, educational, or legal professional. If you or your child may be at risk of harm, contact local emergency services or a qualified professional immediately.