

1. YOUR CONCERNS

- What worries you?
- How long have you been worried?
- What does your child say about the situation?

2. HISTORY

- What have you tried to do to improve the situation?
- Have you had discussions with the school about this matter? If so, when?
- Did the teacher or the head share your concern?
- What was suggested or offered at the time?

3. PROGRESS

- What progress has there been since these discussions?
- Ask for a written copy of all school data on your child

4. LEVEL OF ACHIEVEMENT

- What level of literacy and numeracy in relation to his/her chronological age should your child have reached?
- Is he/she Above average? Average? Below average?
- Is this view confirmed by ability tests (which give an idea of potential achievement)? If so, which tests were used and what scores were obtained?
- Ask for a copy of all test scores, with test names and dates.
- What is your child's current level of achievement in ...
Reading? Spelling? Numeracy?
- Is there any other area of concern?

5. LEVEL OF ACHIEVEMENT

- Is the underachievement serious enough to be investigated as a Special Educational Need?
- If yes, what reasons are there for this Special Educational Need?
- Is it possible that your child has a Specific Learning Difficulty, eg Dyslexia?

6. EXTRA HELP

- What extra help can be given...
 - a) in the classroom
 - b) by a SEN teacher within the school
 - c) by part time attendance at a SEN centre
 - d) by a visiting peripatetic SEN teacher?
- When could this start?
- How long would each lesson be?
- How often would the lessons be?
- Would it be one-to-one tuition?
- How long would it continue?
- If several lessons in a week are offered, will they always be with the same teacher?

7. SPECIAL ARRANGEMENTS (for secondary age pupils)

- Can your child be exempted from learning a modern foreign language?
- If the underachievement persists, will your child be eligible in the future for additional access arrangements during examinations?

8. REVIEW

- Ask to set a date to review the situation.