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**Template letter:**

**Using the Equality Act to challenge a failure to make reasonable adjustments/supply auxiliary aids or equipment**

Dear Headteacher [*insert name if known*]

**Re: [*insert child’s name*]**

I am writing as the parent of a pupil at your school who is/has [*explain your child’s deafness and any other disabilities they have*]. This affects him/her in the following ways:

The school will be aware that the Equality Act 2010 requires schools and local authorities to make reasonable adjustments and/or provide auxiliary aids and equipment [*delete as applicable*] to make sure that its disabled pupils aren’t placed at a substantial disadvantage in comparison with people who aren’t disabled.

I wrote to you on [*insert date*] asking you to make reasonable adjustments to prevent my child from being placed at a substantial disadvantage. I enclose a copy of that letter. [*Also provide details of any reply or conversations you have had with staff about reasonable adjustments/auxiliary aids and equipment*].

These reasonable adjustments have not been made and my child continues to be placed at a substantial disadvantage. [*Insert any further details as to how this has occurred.*]

I would appreciate it if you would provide reasons as to why this has not been done within 14 days of the date of this letter.

Yours faithfully