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**Template letter:**

**Using the Equality Act to complain about less favourable treatment (disability discrimination)**

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:

You will be aware of the duties the school and local authority has under the Equality Act 2010. Amongst the duties is the responsibility to make sure that disabled pupils are not discriminated against for reasons relating to their disability.

I believe that you have treated my child less favourably on [*insert date*], by [*give as much detail as possible*]. I believe the reason for this treatment is [*make sure the reason/s you give is/are related to your child’s disability*]. This reason relates to my child’s disability. I therefore believe that my child has been discriminated against for reasons relating to his/her disability.

I would appreciate it if you would investigate this matter and share the outcome of the investigation to me in writing within 14 days of the date of this letter.

In the event the school does not consider its actions to be discriminatory or consider there to be justification for its actions I would appreciate it if you would set these out in your response.

Yours faithfully