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**Template letter:**

**Using the Equality Act to request reasonable adjustments/auxiliary aids and 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:

You will be aware of the school’s duties under the Equality Act 2010 to make reasonable adjustments and/or supply auxiliary aids and equipment [*delete as appropriate*] to its disabled pupils. I am aware that this duty applies if a pupil is or would be at a substantial disadvantage if the support isn’t provided.

My child is currently at a substantial disadvantage in the following ways:

I think it’s reasonable for the school/local authority to make the following adjustment(s)/provide the following aids or equipment [*delete as appropriate*] to make sure that my child isn’t placed at a substantial disadvantage:

In the event the school doesn’t feel able to comply with this request, I would be grateful if you could provide the reasons for this decision in writing within 14 days of the date of this letter.

Yours faithfully