

Here is a letter template to help you write to the school:

Your Name

Your Address

Name of Head Teacher

School Name and Address

Today's date

Dear [INSERT HEADTEACHER NAME]

My child [INSERT CHILD'S NAME] attends [SCHOOL NAME] and is currently in [INSERT CHILD'S CLASS NUMBER AND TEACHER (if known)]. She/he lives with their mother at [INSERT CHILD'S RESIDENTIAL ADDRESS].

I ask that you please notify me of:

- Any parents' evenings or other events that parents are invited to, such as plays and sports days
- Any activities where parental consent is required
- Any reports or records of my child's performance
- Any concerns you may have about [CHILD'S NAME]
- Any other important matters

Under the Education Act 1996, biological parents and those with parental responsibility are within their rights to receive the same information as the mother. There is also a Government leaflet (DfEE 0092/2000) entitled 'The Schools, Parents and Parental Responsibility', which confirms this.

I am keen to support my child in his/her education.

Many thanks in advance for your cooperation and I look forward to hearing from you. Please do not hesitate to contact me if you need further information.

Yours sincerely,

[YOUR NAME]