

TEMPLATE LETTER TO PARENTS

Dear <insert name here>

Your son/daughter <insert name here> has recently been assessed for access arrangements in public examinations. Access arrangements are special adjustments which are made in order to enable your son/daughter to be able to perform to the best of their ability in exams.

Access arrangements are regulated by the Joint Council of Qualifications (JCQ) and all applications must meet their rigorous standards.

Based upon the assessment information and evidence of need collated from teachers, your son/daughter has been awarded the following access arrangements of:

- 25% extra time
- Separate invigilation/small group room
- Reader/reading pen/read aloud
- Word processor/laptop
- Prompter
- Rest breaks of:
- Modified papers
- Other

<delete where appropriate>

Please find enclosed a leaflet with further information.

If you would like any further information, please do not hesitate to contact me.

Yours sincerely,

SENCO