



**Letter to parents requesting a meeting to discuss the support at
school of their child's health condition**

Dear Parent or Carer

Thank you for providing information on the health needs of your child. As I said in my last letter the school welcomes the opportunity to work in partnership with you to support your child.

Could you please call the school to arrange a mutually convenient time when we can meet for further discussions.

If you need an interpreter to assist you to contact the school, please call the Telephone Interpreter Service on telephone number 131 450 and ask for an interpreter in your language. The interpreter will call the school and will stay on the line to assist you with your conversation. You will not be charged for this service.

When you call please let me know if you would like an on-site interpreter to be present at the meeting and I will arrange one, if available.

Name of child _____

Name of Principal _____

Signature of Principal _____

Date _____