Dear [Head Teacher's Name],

I am writing to express my concerns about the support and provision provided to my child, [Child's Name], who has special educational needs and disabilities (SEND). I believe that [he/she/they] require additional support to achieve their full potential and make progress in their education.

[Provide specific details about your issues or concerns, such as inadequate support, inappropriate teaching, lack of resources, etc.]. I understand that the school has a duty to provide appropriate support for children with SEND under the Children and Families Act 2014 and SEND Code of Practice 2015, and I feel that this duty is not being fulfilled in [Child's Name]'s case.

I request that you take immediate action to address these concerns and provide my child with the support they require to progress in their education. This may include additional teaching support, resources, curriculum, or classroom environment adjustments.

I would appreciate the opportunity to meet with you to discuss my concerns in more detail and work together to develop a plan of action to support my child's needs. By working collaboratively, we can ensure that my child receives the support they need to reach their full potential.

Thank you for your attention to this matter.

Yours sincerely,

[Your Name]