**Concerns about Child Letter**

Are you in a situation where you know there is an issue with a child, but the parent is not ready to discuss this issue or do something about it? Again, the EYLF or MTOP Learning Outcomes can help. Identify the outcomes the child is not meeting. Keep them ready because one day the parent will decide to do something and you’ll be able to give them a great list of these concerns based on the EYLF Learning Outcomes which they can give to the specialist professional. If you keep good notes they will be good enough for a paediatrician or other professional to make a diagnosis.

**You may adapt the letter** template on the following page when writing to parents. This can be edited to suit individual circumstances.

INSERT LOGO and address

Dear Sophie

As we discussed earlier Ava is beginning to feel a sense of belonging with her educators.

However, over the past term we have become concerned with Ava’s progress towards the Early Years Learning Framework (or My Time Our Place) Learning Outcomes. We have detailed observations. For example Ava is not:

* reading other children’s social cues or behaviour and often responds inappropriately
* (Outcome 2.1)
* listening to other children’s ideas (Outcome 2.2)
* using what she knows in new or different settings (Outcome 4.3)
* learning to regulate her behaviour eg she has frequent meltdowns (Outcome 3.1)
* using all her senses to explore and investigate eg she is extremely sensitive to loud noise and

physical contact (Outcome 3.2)

OR

*Following on from our meetings/ conversations we would like to have your support with setting up a clear inclusion/ support plan for Ava.*

*Ava’s rights and best interests are paramount to us as we know it is for you. We’re committed to supporting an environment that promotes Ava’s healthy development, learning and wellbeing.*

*In order for us to do this, professional and meaningful partnerships between the service, support professionals and families are essential.*

Over the past term we have become concerned with Ava’s progress towards the Early Years Learning Framework (or My Time Our Place) Learning Outcomes. We have detailed observations. For example Ava is not:

* reading other children’s social cues or behaviour and often responds inappropriately
* (Outcome 2.1)
* listening to other children’s ideas (Outcome 2.2)
* using what she knows in new or different settings (Outcome 4.3)
* learning to regulate her behaviour eg she has frequent meltdowns (Outcome 3.1)
* using all her senses to explore and investigate eg she is extremely sensitive to loud noise and

physical contact (Outcome 3.2)

Please feel free to contact me or Mel the Nominated Supervisor at any time to discuss Ava further, including the potential support we can provide. I have also attached the names and contact details of four services in our area.

Regards

<insert name of Educator/Nominated Supervisor>

Educator/Nominated Supervisor

Ph <insert number>

<insert date>