## Template letter to complain about reasonable adjustments agreed but not implemented in extracurricular activities

[POSTAL OR EMAIL ADDRESS OF LEAD CONTACT AT EXTRACURRICULAR ACTIVITY]

[YOUR POSTAL OR EMAIL ADDRESS FOR THEIR RESPONSE]

Date: [DATE YOU SEND THE LETTER OR EMAIL]

Dear Sir/Madam,

**Request for agreed reasonable adjustments to be put in place for [INSERT NAME OF CHILD]**

I am writing as the parent of [INSERT NAME OF CHILD] who attends [INSERT NAME OF ACTIVITY WITH A FEW BRIEF DETAILS e.g. the football club for Under 8s on Tuesday afternoons from 4-5pm]. I am writing to formally request that the reasonable adjustments we agreed on [INSERT DATE OF AGREEMENT] are put in place to allow [INSERT NAME OF CHILD] to access the activity.

[INSERT DETAILS OF YOUR CHILD’S HEARING LOSS, HEARING TECHNOLOGY AND COMMUNICATION PREFERENCES].

We agreed on [INSERT DATE OF AGREEMENT] by **email/letter/face-to-face conversation** [DELETE AS APPLICABLE] that the following measures would be put in place as reasonable adjustments for [INSERT NAME OF CHILD]’s disability. [INCLUDE THE FOLLOWING SENTENCE IF APPROPRIATE]: I attach evidence of our agreement.

* [LIST REASONABLE ADJUSTMENTS AGREED].

However, **none/some** [DELETE AS APPLICABLE] of the above adjustments have been implemented. This is affecting [INSERT NAME OF CHILD]’s ability to access the activity. [INSERT DETAILS OF ISSUES BECAUSE OF THE ABSENCE OR INADEQUACY OF THE REASONABLE ADJUSTMENTS].

The Equality Act 2010states that [INSERT NAME OF CHILD] is protected against unlawful discrimination by an association because of their deafness. I feel they are currently at a substantial disadvantage as the reasonable adjustments agreed for their disability have not been implemented.

Please let me know in writing within 14 days if you believe the activity provider will be able to implement the agreed reasonable adjustments. If they are not able to, please give your written reasons for this.

I look forward to hearing from you.

Yours faithfully,

[INSERT YOUR NAME]