**Template letter for initial request for reasonable adjustments at extracurricular activity**

[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 reasonable adjustments for [INSERT NAME OF CHILD]**

I am writing as the parent of [INSERT NAME OF CHILD] who **is/will be** [DELETE AS APPLICABLE] attending [INSERT NAME OF ACTIVITY WITH A FEW BRIEF DETAILS e.g. the football club for Under 8s on Tuesday afternoons from 4-5pm OR the activity weekend from 26-27 August 2023]. I would like to formally request that reasonable adjustments are put in place to allow them to access the activity.

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

The Equality Act 2010 states that [INSERT NAME OF CHILD] is protected against unlawful discrimination by associations because of their deafness. I feel they **are currently/will be** [DELETE AS APPLICABLE] at a substantial disadvantage as [INSERT BRIEF DESCRIPTION OF THE ISSUES CAUSING OR THAT WILL CAUSE YOUR CHILD DIFFICULTY AS A RESULT OF THE LACK OF REASONABLE ADJUSTMENTS].

I believe the following would be reasonable adjustments for their disability:

* [LIST REASONABLE ADJUSTMENTS (e.g. deaf awareness training for staff, British Sign Language (BSL) interpreter support)].

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]