

Dear Mr/Mrs (insert teacher name),

I'm _____. I will be in your class this year and I'm looking forward to working with you. I thought I'd give you a brief outline of who I am, and some information that might help us have an awesome year together 😊

1. Stuff I'm *really* into:

2. Things that really motivate me/ and ways to get me to be engaged/involved:

3. Stuff that scares me:

4. About my stamina/energy levels:

5. Stuff I'm really good at:

6. Areas I'd most like to improve:

7. Interesting quirks of mine – sensory aversions, sensory needs etc:

8. Health issues you should know about and how they affect me at school and during different parts of the school day:

9. How to read/prevent/manage an anxiety attack:

10. Ideas for how to address me about behaviours that aren't helpful at school (just in case something came up!):

11. A bit about my family, pets etc, and what we did in the school holidays:

12. Other professionals in my life you may wish (and have my permission) to contact at some stage include (include emails and phone numbers):

What to expect from me: I am a clever, intuitive and caring individual who values (_____: Enter remainder of sentence to explain your temperament and personality to illustrate an idea of who you are as a person 😊)

What I would love from you: To engage with the following positive support ideas so we can both get our needs met and have a calm, happy, and fun year:

1. Allow me to bring in and use a keychain with various statements describing how I am feeling in any moment during the day (as this can be quite difficult for me at times, such as when I am overwhelmed and/or over/under stimulated.
2. When presenting a card at the top of my desk or to an EA – Allow me to follow the downregulation coping strategy written corresponding with each card. I.e. I am tired – May I please walk around outside for X minutes and return quietly to my desk to me wake up/focus/participate/improve my energy levels etc.
3. Communicate with me using language such as:
4. Reassure me if you notice XYZ
5. Remind me to check my keychain for a card I might need to read if I am looking distressed or blank.

Do you prefer email, phone, or a drop in before/after school for my parents to stay in touch? My parents would also like to set up a face-to-face meeting halfway through first term so we can check in, and one each term after that 😊

Thank you so much for reading my letter.

If anything I have requested needs changes or to be checked over, such as my keychain cards, please email my mum on: _____ and she will help with this.

Kind regards,

_____ 😊