Subject: Request for Person-Centred Planning (PCP) Meeting for [Child’s Name]

Dear [*Name of ALNCo / Headteacher / Relevant Contact*],

I am writing to request a Person-Centred Planning (PCP) meeting for my child, [*Child’s Full Name*], who is currently in [*Year Group/Class Name*] at [*School Name*].

I believe a PCP meeting would be helpful to discuss [Child’s Name]’s strengths, needs, and the best ways to support their learning and wellbeing. I would like to work together with the school and any relevant professionals to develop a plan that focuses on what matters most to [*Child’s Name*].

My main concerns at the moment are:

[*Please briefly describe any specific concerns, challenges, or needs your child is experiencing, for example with learning, communication, behaviour, health, emotional wellbeing, or social interactions.*]

Please could you let me know the process for arranging this meeting, and possible dates and times for us to meet? I am happy to attend in person or virtually as needed.

Thank you for your support. I look forward to hearing from you.

Kind regards,

[*Your Name*]

[*Your Relationship to the Child*]

[*Contact Details*]