

Date

To all Teachers Concerned
School Name

Re : Your Child's Name

(Introduce your child's special needs here in this 1st Paragraph – whether he/she has been formally diagnosed with ADD / ADHD etc. and what special learning needs has been identified ...)

Sample : *(Child's Name)* has been diagnosed as a child with ADHD condition by *(Clinic name and Dr name)*, as well as having some specific learning difficulties in language (difficulties in higher order cognitive learning), having specific weaknesses in expressive language, written composition and comprehension, etc etc.

ADHD (Attention Deficit Hyperactivity Disorder) according to literature on this subject, is a neurodevelopmental condition characterized by 3 essential traits (more prevalent amongst boys than girls) :

- Inattention (high distractability)
- Impulsivity
- Hyperactivity

ADHD is caused by chemical imbalance in the brain. Such children (as is the case with my son/daughter) find it very hard to concentrate in a big classroom where they are easily distracted by everything else that is going on in the classroom eg. Friends talking, someone walking past the window, background noise etc. They require a **high level of stimulus** to enable them to stay focused - that is why they have no attention problem when they sit in front of the computer playing computer games or watching an action movie on TV. Some ADHD children are given a stimulant drug medication (typically Ritalin) prescribed by a psychiatrist to increase the stimulation to the under-aroused brain to enable them to stay more focused in class. *(Note : Please state here whether your child is taking such medication currently).*

List of Problems typically faced by ADHD children :

- Poor attention in class
- Poor classroom participation and failure to ask teachers for necessary help
- Poor understanding of material taught (unless they are "gifted" with high IQ)
- Poor study skills
- Poor organization skills (ie. does not know how to organize time and work)
- Great difficulty in doing homework
- Failure to complete (and hand up) homework
- Sloppy or illegible handwriting
- Disrupting the classroom
- Getting into fights with peers (due to poor social skills)
- Low self esteem

As the teachers can probably testify, *(Child's name)* has literally all of the above problems. However, as parents we found that he can actually learn quite fast if there is one-to-one teaching (eg. at home with a tutor), or if the class teacher is really engaging and the lesson is interesting.

I would like therefore to offer the following suggestions for the teachers to help him in the school :

1. Seat him right in front close to the teacher (also away from any windows), so as to minimize distraction.
2. Surround him (seating) with “good” model students who are attentive, organized and thereby giving him positive influence.
3. Assign him a buddy (someone who is good in his work, organized, willing to help and who will not look down on him) to partner him to give him assistance and prompt him eg copying down homework, handing up homework, clarifying teachers’ instructions etc.
4. Use incentives before punishments (as incentives give him motivation). Praise him for making progress.
5. Give him “breaks” in the classroom and classwork where possible – eg. send him on small errands for the teacher, let him get up and walk around a bit (breaks the long seating and he can then refocus better). Letting him fidget with something like a stress ball will help too.
6. Give him little roles that bring recognition and enhance self esteem – eg. Class Rep or teachers’ aid in the class will give him pride and motivation (*reword as appropriate for your child’s case*). - deep down he desires acceptance by his teachers).
7. Catch him doing right and give him instant feedback (praise) to reinforce the good behaviour. Give him frequent encouragement to build upon his strengths.
8. Be forgiving (of his unintentional trespasses, sloppiness, handwriting, late homework), but at the same time maintain necessary discipline and respect for rules (we do want him to grow up understanding right from wrong, and not be excused by his ADHD “handicap
9. Engage his peers for acceptance and support.

Thank you so much, Teachers and Principals, for your kind understanding and making allowances to accommodate (*Child’s name*) behaviour and learning needs.

Yours gratefully,

Parents Names
Contact number and email