TAKE-HOME PACK

School support in the UAE

A checklist for school meetings, five emails to your child's teacher, and a checklist for the move to secondary.



Andrea Antal

ADHD and Executive Function Coach · andreaantal.com

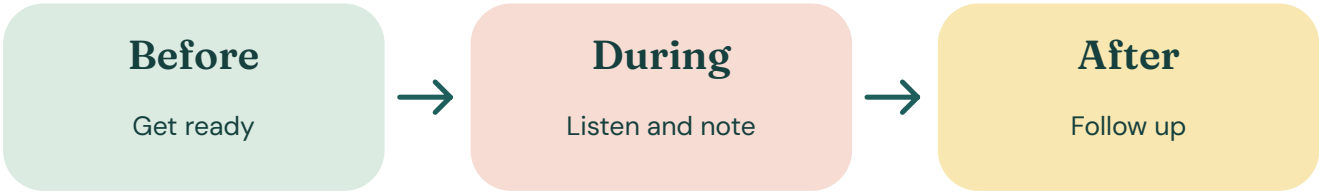
About this pack

This pack goes with the talk "School support in the UAE". It has three tools you can use straight away:

1. **A checklist for school meetings:** before, during, and after
2. **Five emails to your child's teacher:** ready to adapt
3. **A checklist for the move to secondary school:** what to do, and what to ask the school, at each stage

Processes differ between emirates (KHDA in Dubai, ADEK in Abu Dhabi) and between schools, so check the details with your child's school. This pack is general information, not medical, legal, or educational advice.

1 School meetings: a checklist



Before the meeting

☐ Ask what the meeting is for, and who will be there.

☐ Gather recent reports, assessments, and examples of homework or messages from school.

☐ Write down two or three short, specific examples of what you see at home.

☐ Note what already helps your child, at home or at school.

☐ Ask your child: "What's hardest at school? What helps?" Write down their answers.

☐ Choose the three things you most want to come out of the meeting.

During the meeting

☐ Start with something positive about the school or a teacher. It sets the tone.

☐ Share your examples, then ask what the school sees. Both views can be true.

☐ For each support agreed, ask: **What is it? Who does it? How will we know it's working? When will we review it?**

☐ Take notes, or bring someone who can take them for you.

After the meeting

☐ Send a short summary email the same week: what was agreed, who's doing what, and the review date (Email 4 below).

☐ Tell your child what's changing, simply and hopefully.

☐ Put the review date in your calendar.

☐ Keep short notes of what you notice until the review.

My three goals for this meeting

Questions I want to ask

Notes from the meeting

Review date: _____



2 Five emails to your child's teacher

Tips for every email: one topic per email, a specific example rather than a general worry, and a warm start and finish. You're building a partnership for the whole year.

Email 1: Sharing helpful information (start of the year)

Subject: [Child's name]: a few things that help

Dear [Teacher's name],

I'm [your name], [child's name]'s parent. I'm looking forward to working with you this year.

[Child's name] has ADHD. Here are three things that help most in class:

- [For example: sitting near the front, away from the door]
- [For example: instructions written down as well as said]
- [For example: a quiet reminder before moving to the next activity]

[Child's name] loves [interest] and is great at [strength].

Please let me know if there's anything I can do at home to support what you're doing in class.

Kind regards,
[Your name]

Email 2: Raising a concern

Subject: Homework in [subject]

Dear [Teacher's name],

I wanted to share something I've noticed at home. [Specific example: "For the last two weeks, [child's name] has come home unsure what the maths homework is, and has spent over an hour on tasks meant to take 20 minutes."]

Have you noticed anything similar in class? I'd value your view, and any ideas for what might help.

Thank you,
[Your name]

Email 3: Asking for a meeting

Subject: Could we meet to talk about [topic]?

Dear [Teacher's name],

I'd like to meet in the next two weeks to talk about [one topic, for example: how [child's name] is managing longer writing tasks].

I'm free on [day and time], [day and time], or [day and time]. If none of these suit you, please suggest another time. I'm happy to meet in person or online.

Thank you,
[Your name]

Email 4: Following up after a meeting

Subject: Summary of our meeting on [date]

Dear [Teacher's name],

Thank you for meeting with me today. Here's what I understood we agreed:

- [Support 1], [who will do it]
- [Support 2], [who will do it]
- At home, I'll [what you agreed to do]

We'll review how it's going on [date]. Please let me know if I've missed or misunderstood anything.

Kind regards,
[Your name]

Email 5: Saying thank you

Subject: Thank you

Dear [Teacher's name],

I wanted to say thank you for [something specific: "giving [child's name] a written checklist for the science project"]. It made a real difference. [Child's name] came home and [what happened].

With thanks,
[Your name]

3 The move to secondary school: a checklist



The year before the move

You:

☐ Ask the current school how it supports children moving to secondary, and when records will be shared.

☐ Gather reports, the current support plan (IEP or similar) and notes on what works.

☐ Ask your child what worries them, and what they're looking forward to.

Ask the school to:

☐ Share records with the new school (with your consent).

☐ Arrange extra visits to the new school, if your child would find them useful.

☐ Name a key adult at the new school.

☐ Record any exam access arrangements your child has had.

The summer before

You:

☐ Visit the new school together, and practise the morning journey and routine.

☐ Set up one place at home for the timetable, school bag, and planner.

☐ Write a one-page "How I work best" page with your child.

Ask the school to:

☐ Send the timetable, a map, and the list of online platforms before the first day.

☐ Check your child's logins work.

☐ Share your child's one-page profile with their teachers.

The first two weeks

You:

☐ Keep evenings calm and predictable.

☐ Check the homework list with your child each day.

☐ Note anything that's hard, with specific examples.

Ask the school to:

☐ Have the key adult check in with your child regularly.

☐ Confirm every teacher knows about your child's support.

☐ Post homework in one consistent place.

The first six weeks

You:

☐ Prepare your priorities for the support plan meeting.

☐ Make sure the plan includes executive function skills, such as planning and organising.

☐ Agree how you and the school will keep in touch.

Ask the school to:

☐ Hold the support plan meeting within the first six weeks.

☐ Write targets you can measure.

☐ Share the plan with all your child's teachers.

The first half-term review

You:

☐ Talk to your child about how it's going.

☐ Pick one skill to hand back to your child to manage themselves.

☐ Check friendships, mood, and sleep.

Ask the school to:

☐ Adjust one or two supports, based on what's working.

☐ Make sure your child has someone to be with at break and lunch.

What to hand over to the new school

☐ Diagnosis and medical reports

☐ Assessment reports (educational psychology, occupational therapy, speech and language)

☐ The current support plan

☐ Therapy reports

☐ Medication plan, if your child takes medicine at school

☐ Exam access arrangements

☐ Your child's "How I work best" page

☐ Translations of any reports not in English

Where to go next

On andreaantal.com, all free:

- **School support in the UAE:** who's who, school meetings, support plans, and the move to secondary
- **Help for your child:** routines, feelings, behaviour, and friendships
- **Your first week after your child's ADHD diagnosis:** a free guide for parents

ADHD Curious: a free weekly newsletter, with regular school updates.

General information for families in the UAE, not medical, legal, or educational advice. Processes vary by emirate and school. © Andrea Antal. Families at the talk are welcome to print and share this pack.