[DATE]

Dear [PARENT/CARER]

I am delighted to advise that your child [INSERT FIRST NAME] has demonstrated the required level of competency to commence independent travel to and from school. Please find attached copies of the risk assessment and travel observation record we undertook for your child.

[INSERT NAME AND JOB TITLE] will contact you shortly to discuss the next steps with you including the signing of an independent travel contract. Your child will commence independent travel once the contract is signed.

Being able to independently travel is empowering for your child and opens up employment, ongoing learning and social opportunities to them.

I would like to take this opportunity to congratulate [INSERT STUDENT’S NAME] on [HIS/HER] wonderful achievement of which they and you can feel justifiably proud.

[SIGNATURE BLOCK]