[Insert name of recipient and address here (optional)]

Dear Parent / Guardian,

**Information on the Transition Learning and Development Statement**

To help support your child’s successful transition to school, our service is preparing a Transition Learning and Development Statement (TLDS) for your child.

The TLDS has been designed to make it easy to share useful information about a child’s learning and wellbeing between families, early childhood services, schools and – if you are planning to send your child to an Outside School Hours Care (OSHC) service – OSHC services too.

This TLDS will include information about your child’s interests, skills and abilities, including ideas and strategies that support your child to learn best, so that your child’s future school can help them settle in successfully.

The TLDS has a number of sections. Some sections are written by your child’s early childhood educator, and some sections are for you and your child to complete. Once the Transition Statement is complete it will be sent to your child’s school.

We would like you to complete *Section 3: The Family* [and/or help your child complete *Section 2: The Child]* by [insert date here].

It is important for you and your child to contribute to your child’s TLDS as it will give your child’s foundation teacher and OSHC educator (if applicable) a more complete view of your child. This will assist your child’s future educators to better plan for their continued learning and wellbeing.

If you have not yet enrolled your child in school for next year, I encourage you to look into the options available as soon as possible. Enrolling your child will allow the school to further plan for the child’s individual needs. The Department of Education provides a lot of useful information about starting school here [www.vic.gov.au/enrolling-foundation-prep](https://www.education.vic.gov.au/parents/going-to-school/Pages/choose-enrol-school.aspx).

*[please select relevant text based on whether you are providing this information electronically or by hard copy]*

*[Option 1 – direct parents to website – delete whichever option not used]*

An *Information sheet for families* and *Guidelines to help families complete the Transition Learning and Development Statement*, as well as further information regarding the *Transition: A Positive Start to School* initiative can be found online at [www.vic.gov.au/transition-school-resources-families](http://www.vic.gov.au/transition-school-resources-families).

*[Option 2 – attach information to letter – delete whichever option not used]*

Please see the attached *Information sheet for families* and *Guidelines to help families complete the Transition Learning and Development Statement*, for further information on the Transition Statement and how you can contribute to it.

Once it is complete, your child’s early childhood educator will provide you with a full copy.

The family and child sections of the TLDS are not compulsory, but they are very valuable. If these sections are not completed, other sections of the TLDS will still be shared with your child’s school and the OSHC service (if applicable).

If you do not want relevant information about your child shared with your child’s school via the TLDS, please discuss this with your child’s early childhood educator by [insert date here]. Research indicates sharing this information supports a successful transition to school.

If you would like to discuss any aspect of your child’s transition to school, please talk to [insert name of early childhood educator].

Yours sincerely

**[Name of early childhood educator]**

[Day] [Month] [Year]