**TEMPLATE LETTER TO PARENTS ON FLOODS ASSISTANCE**

Dear parent/carer,

The Department of Education and Training is offering support to Victorian government school students who are affected by the floods.

Families whose home and/or belongings have been damaged by the floods can access assistance for each school student in their household to replace essential school items, including:

* Uniform Items
* Shoes
* Laptop
* Laptop Sleeve
* Internet Data Sim
* Stationery Pack
* Calculator
* Headphones
* Work Boots
* Workwear
* Swimwear and accessories
* Sunscreen

Support to replace items of up to the value of $1,200 is available for each student who has been impacted by:

* Loss or damage to home; and/or
* Loss or damage to contents/belongings

**HOW TO APPLY**

Please contact the Department of Education and Training hotline on 1800 338 663 to register your request for assistance. The hotline is open from 8.30am to 6.00pm weekdays.

As part of the request process, during the call you will be asked to provide the following information:

* Family name
* Family contact details e.g. address, phone, email
* Impact e.g. loss or damage to home, contents/belongings
* Victorian government school name(s)
* Number of school-aged students in your household

Hotline staff will forward your request details to State Schools’ Relief who will arrange for the support to be provided to you via the school.

**OTHER SUPPORTS FOR STUDENTS IN NEED**

State Schools’ Relief offer support for families experiencing other crisis events and/or severe financial disadvantage throughout the year. Please speak to {XXXXXX} at the school if you require further information.

Please go to the [Department’s website](https://www.vic.gov.au/flood-event-support-children-students-and-families) for other supports and information for flood impacted families.

Regards

Principal