Sample letter only

[INSERT SCHOOL NAME/LOGO]

[DATE]

Dear [PARENT/CARER]

This is to update you on the progress of [INSERT STUDENT’S NAME] travel education. [HE/SHE] is doing very well and has been identified as ready for advanced travel education to learn how to travel to and from school independently.

It is very important that parents support their child becoming an independent traveller and we understand you may have some questions about how this will occur. We are happy to meet with you to discuss what your child will learn and how their safety is managed.

[INSERT STUDENT’S NAME] will be accompanied by [TEACHER/EDUCATION SUPPORT] and will not be permitted to travel independently until staff consider [HE/SHE] is capable and your permission is obtained.

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

Please sign the form below indicating whether you want to meet to discuss advanced travel education or you permit your child to commence it.

Please contact the [INSERT NAME] on [INSERT NUMBER] if you do not wish for your child to participate in advanced travel education.

[SIGNATURE BLOCK]

(Please return permission slip to the school as soon as possible)

**……………………………………………………………………………………………………………………………………………………………………………**

Yes I would like \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to learn to become an independent traveller but I would like to know more. Please call me on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to arrange a meeting.

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Date

Sample letter only