Letter Template: Cancellation of potential Catastrophic day school closure for schools in Category 0, 1, 2 and 3 on the Bushfire At-Risk Register and Category 4 list

[Insert school letterhead/logo]

[Insert date]

Dear Parent/Carer,

**CANCELLATION OF POTENTIAL CATASTROPHIC DAY SCHOOL CLOSURE**

Further to our recent correspondence regarding the potential Catastrophic fire danger rating day issued for [insert date], I am writing to advise you that the weather forecast for [insert date] has been **DOWNGRADED** by the Bureau of Meteorology**.**

This means that our school will be **OPEN** on [insert date] and classes will operate as normal.

[Please note that all school bus services will also operate as normal.]

If you know of other parents who, for any reason, may not be aware that our school will now be open on [insert date] please let them know.

You can seek additional information from the following sources:

* VicEmergency app – that can be downloaded on your android and iOS mobile devices
* VicEmergency Hotline (1800 226 226)
* Website <https://emergency.vic.gov.au>
* Facebook (<https://www.facebook.com/vicemergency>)
* Twitter (<https://twitter.com/vicemergency>)
* ABC local radio, Sky News and other emergency broadcasters

Thank you for your cooperation and understanding.

Yours sincerely,

Principal