Letter Template: Cancellation of school bus services for schools that remain open

[Insert school letterhead/logo]

[Insert date]

Dear Parent/Carer,

**CANCELLATION of School Bus Service**

I am writing to advise that the school bus service [insert bus route details] has been cancelled and will not operate on [insert date] as the route taken by the bus crosses into a fire weather district with a forecast fire danger rating of Catastrophic. We anticipate the service will reopen on [insert date] unless another Catastrophic day is forecast for the following day.

The department’s [Bushfire and Grassfire Preparedness Policy](https://www2.education.vic.gov.au/pal/bushfire-and-grassfire-preparedness/policy) requires that all school bus routes which travel in or through a district with Catastrophic fire danger are cancelled.

Please note that, **while the above route has been cancelled, our school will remain open,** and you should make every effort to ensure your child attends school. You should, however, not place your child or yourself at risk in doing so, and if your child is unable to attend school, please notify us as soon as possible.

Given the potential for elevated fire danger, we encourage you to consider your own [bushfire survival plan](https://www.cfa.vic.gov.au/plan-prepare/before-and-during-a-fire/your-bushfire-plan) and reassess any travel through bushfire risk areas. We also encourage you to follow your family bushfire survival plan and the advice of emergency services.

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