Letter Template: Cancellation of off-site activities due to elevated fire danger/Catastrophic fire danger day

[Insert school letterhead/logo]

[Insert date]

Dear Parent/Carer,

**CANCELLATION – [camp/field trip/sporting activity]**

I am writing to advise that your child’s [camp/field trip/sporting activity] scheduled for [insert date] has been cancelled due to [elevated fire danger/a Catastrophic fire danger rating day] being forecast for the area in which the [camp/field trip/sporting activity] has been planned. This is in line with the Department of Education’s policy for [excursions, including camps and adventure activities](https://www2.education.vic.gov.au/pal/excursions/policy), which requires that any off-site activities [select as appropriate: taking place in areas of elevated fire danger be reconsidered/ taking place in, or that require transit through, areas of Catastrophic fire danger be cancelled].

Your child will continue with their normal school routine [and we will investigate opportunities to reschedule the camp/field trip/sporting activity at another time of the year].

While the cancellation of this event may disappoint your child, the safety of our students and staff is our top priority.

For more information on bushfire preparedness, visit the [department’s website](http://www.education.vic.gov.au/about/programs/health/pages/emergencies.aspx).

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