Letter Template: Confirmation of activation of pre-emptive actions (relocation, learning from home or closure) for schools in Category 0, 1 and 2 on the Bushfire At-Risk Register

[Insert school letterhead/logo]

[Insert date]

Dear Parent/Carer,

**CONFIRMED [SELECT EITHER: RELOCATION/LEARNING FROM HOME ARRANGEMENTS/SCHOOL CLOSURE]**

I am writing to advise you that our school [campus name] **will be enacting our approved pre-emptive action plan for** **[relocation, learning from home or closure** – select in line with approved plan] **[tomorrow or insert date/s]** due to an **Extreme [High for category 0] fire danger rating** in our **local government area (LGA), [insert local government area name].**

The department’s [Bushfire and Grassfire Preparedness Policy](https://www2.education.vic.gov.au/pal/bushfire-and-grassfire-preparedness/policy) requires schools at high risk of bushfire to enact pre-emptive action plans based on LGA level fire danger forecasts. Conditions can vary significantly across the wider weather district, so using local forecasts helps us to respond appropriately to risks in our local area and maintain stability and educational continuity for our students and school community. This policy is consistent for all schools at high levels of risk and this approach is supported by emergency services.

The school is expected to [re-open/return to regular operations] on [insert date], when conditions are predicted to improve. We will keep in regular contact to ensure you are aware when school will resume as normal.

[Insert additional information regarding cancellation/alternative arrangements for any other services, including school bus transport, out of school hours care, extra-curricular activities and/or excursions as applicable].

I realise that enacting our pre-emptive action plan may result in you having to make alternative arrangements for your child, but the safety of our students and staff remains our top priority. Given the forecasted weather conditions, we urge that your child is not left at home unattended or in the care of older children.

We are taking all possible steps to ensure our school community is aware of the school’s [relocation/learning from home arrangement/closure], including displaying posters at our school entrances and [insert communication methods]. If, however, you know of other families who, for any reason, may not be aware of these arrangements, please contact them to help ensure they are aware that the school will be [relocated/undertaking learning from home/closed] on [insert date].

You should also explain to your child and family members that the school site will be closed [where applicable: due to relocation **or** learning from home] and that for safety reasons, no one will be on site.

You can find more information on emergencies and preparedness actions here:

* 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