Letter Template: Advice regarding potential 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,

**POTENTIAL CATASTROPHIC DAY SCHOOL CLOSURE**

I am writing to advise you that in line with the current forecast, it is possible that our school [campus name] may be closed on [insert date/s] due to Catastrophic fire danger in [insert name of fire district here] fire district.

The department’s [Bushfire and Grassfire Preparedness Policy](https://www2.education.vic.gov.au/pal/bushfire-and-grassfire-preparedness/policy) requires all schools and early childhood services on the BARR and the Category 4 list close when a Catastrophic day is forecast in their fire weather district.

Closure of the school due to a forecast Catastrophic day will be confirmed on the day prior and we will provide you with advice before the end of the school day by [insert method of communication].

[Please note that if the school is closed due to a Catastrophic fire danger rating day, all school bus services will also be closed; services will resume when the school reopens.]

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