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**Step 8, Tool 5:**

Exemplar letter to parent(s)/guardian(s)

 **Purpose**

The exemplar letter below aims to support school staff to raise the awareness of parents/guardians about young carers. The letter has been provided in a linked word document so that schools can modify and print the document easily.

Dear parent(s)/guardian(s),

Identifying and supporting young carers at [name of school]

At [name of school] we are aware that some of our pupils are young carers. A young carer is someone under 18 who is caring unpaid for a family member or friend who is ill, frail, disabled or has mental health or addiction problems. They often take on practical and/or emotional caring responsibilities that would normally be expected of an adult. Research suggests there are at least 700,000 young carers in the UK but many do not realise they are a young carer.

We know that young carers may need a little extra support to enjoy and do well at school. At [Insert Name of school] we are committed to ensuring that all pupils who are young carers are identified, and supported effectively.

As [name of school]’s Young Carers’ Lead I have responsibility for ensuring all young carers are able to enjoy school and make good progress. If you think your child might be a young carer, or could be affected by any of the issues we’ve highlighted, please let me know by filling in the form below and bringing it into school in a sealed envelope addressed to me. If you do not feel comfortable doing this, or have any further questions, please contact me on [insert email address and/or telephone number] to speak to me directly.

Any information that is given to us will be treated sensitively and no information will be shared without your knowledge.

The school receives extra funding for each child/young person eligible for free schools meals, which can be put towards extra support and provision for young carers. It is therefore important that children are registered for free school meals, even if they do not want, or need the school meal. For more information on how this money is spent please visit the schools website [insert web address].

Yours sincerely

[Insert name of Young Carers’ School Operational Lead]

**Exemplar reply slip**

Pupil’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_

Does the pupil have parents or other family members who have a long-term illness or disability, or who are affected by mental ill-health or substance misuse?

Yes No

If you wish, you can give further details here: (not required)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you like more information about the types of support the school provides to young carers?

Yes No

Please provide a name and telephone number or email address so that we can contact you.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone/email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_