**Letter for parents**

**Using this letter:**

This template letter has been written to help make sure that parents and carers are fully informed about their child’s unit closing. The letter aims to manage expectations and help make the transition between units smooth, helping girls to remain in guiding.

Before sharing this letter, you should make sure you’ve spoken to the other units in your area to find out who has spaces for the girls who’ll be leaving your unit. Your commissioner should be able to put you in touch with other units.

This letter should be personalised so that it’s relevant and accurate for the parents and carers of your unit. If you want to use a localised logo, you can create this using the [online design centre](http://www.girlguidingdesigncentre.org.uk/).

Good communication in situations like this will help parents and carers to keep a positive view of Girlguiding and recommend us to others. It’s important to share a phone number or email address so they can get in touch with you directly if they have any specific questions or concerns.

When giving reasons for the unit’s closure be honest, but only share information that’s useful and appropriate. You should also explain the steps you’ve taken to prevent the unit from closing.

If you haven’t yet made the decision to close your unit, t



ADDRESS

Dear Parent or Carer,

Unfortunately we’ve had to make the difficult decision to close our [Section] unit, [Unit name]. We held a meeting on [Date] to discuss this. Thank you to those who were able to join us.

At the meeting we outlined the following reasons for the unit closure:

[INSERT REASONS FOR CLOSURE, AND SPECIFIC ACTIONS THAT HAVE BEEN TAKEN TO PREVENT CLOSURE]

We’re keen to make sure your child is able to remain in guiding. The following units in [XXXXXX District/Division] have spaces available.

* [Unit name, location, meeting day]
* [Unit name, location, meeting day]
* [Unit name, location, meeting day]

Please make sure you know your child’s membership number, as this’ll help when transferring them to a new unit. You can find instructions about how to transfer your child here: <https://www.girlguiding.org.uk/information-for-parents/parent-and-carers-guide-to-go/>

If you have any questions or need help transferring your child, please contact me on [phone / email].

Best wishes,

[Name / role / level]