**Letter for parents**

**Using this letter:**

This letter has been devised to ensure that the parents of girls, who attend a unit which is closing down, are fully informed of the situation. The letter aims to manage expectations and ensure that the transition between units is smooth and allows girls to remain in guiding.

Before distributing this letter, you should ensure that you have spoken to the other units in your area to establish who has spaces for the girls who will be leaving your unit. Your Commissioner should be able to facilitate this conversation for you.

Make sure your unit’s young members and parents all know what their membership number is, as this will help them to transfer to their new group.

Take a look at our guidance on [keeping units open](https://www.girlguiding.org.uk/making-guiding-happen/growing-our-membership/keeping-units-open/) for some advice on preventing closure.

This letter should be personalised with details of your own area, to ensure that it is relevant and accurate for parents. A localised logo can be downloaded from the Online Print Centre. Keeping communication channels open and strong in situations such as this, ensures that parents feel looped in, and are more likely to support Girlguiding in the future. Giving parents a phone number or way of getting in touch with you directly with specific concerns is important.

When giving reasons for closure, be honest but only give useful information, use your discretion about how much detail to go into. You should also explain the steps you’ve taken in order to prevent the unit from closing.

Ideally a communication to parents should have already been sent when the unit was in taking actions to prevent its closure, especially if the unit needed more volunteers and parents were asked to get involved.



ADDRESS

Dear Parent/Carer,

It is with regret that we have been faced with the tough decision to close our [Section] unit, [Unit name]. Thank you to those who were able to attend our meeting to discuss this on [Date], the following reasons for the unit closure were outlined at that meeting:

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

We are keen to ensure that your daughter has all the support she needs to remain in guiding. The following units in [XXXXXX District/Division] have spaces available so you can start to think about which may suit you best and fit in with everything else you do:

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

Please make sure you know your daughter’s membership number, as this will help them to transfer to a new unit easily. If you have any questions, please contact me on [phone / email].

Best wishes,

[Name / role / level]