**Template letter: advocating for a health committee (secondary school version)**

***Instructions for using this template***

*Schools have a very important role to play in promoting health and wellbeing to students. The school community, including Principals, teachers, parent body, parents and students, can all be valuable advocates in our schools. A Health Promoting School is a school that is constantly strengthening its capacity as a healthy setting for living, learning and working.*

*This template is editable, Throughout the letter, you will find ‘red text’ where information can be inserted, edited and/or removed; and shaded sections in grey (such as this text box) should also be removed.*

*Advocating for health initiatives within the school community can seem like a daunting task. This letter focuses on setting up a health committee, but is easily edited to suit the situation in your school, as well as the target audience.*

[Your Name]

Address

CITY, STATE, POSTCODE

Email or Phone number (Insert your preferred method to be contacted)

Date

Name of person you are writing to

Title of the person you are writing to [e.g. Principal]

[School Name]

Address

CITY, STATE, POSTCODE

Dear [Principals name]

My name is [your name], I am a parent of a child at [School name]. I write to you as I would like to discuss the focus on health and wellbeing in our school, in particular healthy eating.

Firstly, I would like to acknowledge what an amazing job the school does in providing a supportive and healthy environment for our teenagers. It is well known that young people learn so much in their school years; our school is in a unique position to demonstrate and practice what healthy eating looks like. We all have the capacity to influence a young person’s exposure to healthy messages through the classroom, the school canteen and during extracurricular activities.

In response to this, I would like to request your permission to start a parent led health committee to focus on promoting healthy eating at [School name]. Our aim is to be positive role models, engage [insert examples of who else you would like on the committee e.g. a teacher/s, community member, canteen staff, board member, students/student councilors] and continue to create a supportive environment for our school community.

Some initial ideas that our committee could get involved with include planning nutritious fundraising activities e.g. mango drive or a hot cross bun Easter drive; including healthy eating messages in the school newsletter/social media platform; promoting healthy catering at school events or conducting surveys with the school community to gauge ideas on what students or parents would like to see happen to make healthy changes.

Your support is essential for the success of this group. Therefore, I would welcome a meeting with you at your earliest convenience to present and discuss the full proposal.

Kind regards

(Your signature)

(Your name)

*Developed by WA School Canteen Association Inc. October (2020)*