Dear [name of parent/carer]

My name is [wellbeing nurse’s name]. I am the wellbeing nurse at your child’s school.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* INSERT A

I am writing to you because [child’s name] has been referred to me [name/role etc] about [insert reason]. I would like to discuss with you your child’s health and wellbeing, and if needed, support you to connect them to services.

Please contact me on [telephone number] to make an appointment to [meet/talk] with [me/me and the school learning and support and wellbeing team]. I am available at [name of school] on [days of week].

I am employed by NSW Health as part of the joint NSW Health and Department of Education Wellbeing and Health In-reach Nurse Coordinator program to work in NSW public schools. I work with the schools’ learning and support and wellbeing teams and local health and community services to support students and their families on a wide range of health and wellbeing issues.

Attached please find some information about wellbeing nurses and the work that I do.

Yours sincerely

[Full name]

Wellbeing Nurse,

[Name of LHD]

OR

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* INSERT B

I am writing to you because [child’s name] has approached me about [insert reason].

I would like your permission to meet with [child’s name] to discuss their health and wellbeing and connect them with health and community services.

Please complete the enclosed consent form and return it to me as soon as possible in the self-addressed envelope provided.

If you have questions or wish to discuss your child’s concerns, please make an appointment to meet or speak with me. I can be contacted on [telephone number]. I am available at [name of school] on [days of week].

I am employed by NSW Health as part of the joint NSW Health and Department of Education Wellbeing and Health In-reach Nurse Coordinator program to work in NSW public schools. I work with the schools’ learning and support and wellbeing teams and local health and community services to support students and their families on a wide range of health and wellbeing issues.

Attached please find information about wellbeing nurses and the work that I do.

Yours sincerely

[Full name]

Wellbeing Nurse,

[Name of LHD