When implementing a vaping policy or making changes to your existing drugs policy, you may need to send a reminder to parents, visitors and carers explaining that vapes are now included in this policy. Below is a template that you may wish to adapt for this purpose:

Dear Parent/Carer/Visitor,

I am writing to let you know about a new policy / a change to our \_\_\_\_\_ policy which comes into effect on [insert date]. As you will be aware, [insert setting name] operates a fully non smoking site and works hard to promote a smokefree future for all pupils.

Whilst vapes/electronic cigarettes are considered less harmful than smoking, their use on our school site is not permitted. There are a number of reasons for this, including the age restrictions on their sale, the potential for mixed messages to our pupils and the difficulty in differentiating between vapour and smoke. Vapes should not be charged on site as they represent a fire hazard.

[Insert setting name] have a coordinated whole school approach to smoking and vaping which includes the curriculum, policies, our school ethos and how we work alongside our families and the local community.

[Insert setting name] are supportive of pupils who wish to stop smoking and can make referrals through [Just One Norfolk](https://www.justonenorfolk.nhs.uk/staying-safe/staying-safe-around-others/smoking-e-cigs-vaping/#:~:text=Smokefree%20Norfolk%20offer%20advice%20and,and%209am%2D1pm%20on%20Saturdays.) to services that can support pupils who want to stop smoking.

If you, or another family member, would like support to stop smoking, please visit <https://www.smokefreenorfolk.nhs.uk/get-support/> for more information or call 0800 085 4113.

If you have any concerns or queries about this policy please contact [insert name]

Head Teacher

Governors