Dear Parent/Carer

[Insert setting name] have a responsibility to look after the health and well-being of our pupils and play a key role in helping young people to stay smokefree. To support this, we operate a strict smokefree site policy for all staff, pupils and visitors, which also prohibits vaping on the site. All pupils have been made aware of this policy and of the consequences if found smoking or vaping on site.

[Insert pupil’s name] was recently found smoking/vaping on site and as a result I am writing to inform you that [insert name] will be required to [insert protective and educational consequences].

To keep [insert name] safe, we also acknowledge that [he/she] may require some additional support. To help with this, we have attached the following information for you and your child:

Support for parent / carers:

* [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.) for advice on what to do if your child is vaping.
* [Smokefree Sheffield fact sheet](https://smokefreesheffield.org/app/uploads/2023/03/11435-SFS-%E2%80%93-A5-4pp-vaping-Parent-and-carers-2.2s.pdf) includes tips on how to talk to your child about vaping.

Support for children and young people:

* [FRANK](https://www.talktofrank.com/drug/vapes) provide simple and clear information about vaping.
* [Smokefree Teen](https://teen.smokefree.gov/quit-plan) provides information for CYP about vaping and guidance on how to quit including advice around how to manage social triggers, cravings and anxiety / depression.
* [Drugs | Childline](https://www.childline.org.uk/info-advice/you-your-body/drugs-alcohol-smoking/drugs/) includes information about the risks of drugs, how a CYP can spot if they have a problem and where to go to get support.
* [Guidance from FRANK](https://www.talktofrank.com/get-help/dealing-with-peer-pressure) on how to deal with peer pressure.

[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 have any concerns or queries please contact [insert name]

Head Teacher

Governors