# Example parent letter

Dear Parents,

[INSERT NAME OF SCHOOL] PlayStreets: [INSERT DATE]

We have an exciting event happening here on [INSERT DATE]. Following council approval, our school is holding its first ever PlayStreet in [INSERT ROAD NAME] when we will be reclaiming the street for play and fun!

The idea is to create a traffic-free space for children to play together, and for the adults to be able to chat together too. The road will be closed to through-traffic. It takes place at [INSERT TIMING AND DATE].

The school will provide some play equipment like chalk, hoops and balls – and your children are welcome to bring their own bikes and toys too. Please also provide snacks and water for your children.

Important safety information

* During the PlayStreet, parents/carers remain responsible for their children as on any other day. You must stay to supervise your child.
* If you intend to drive to school on [INSERT DAY] afternoon, you will not be able to park in [INSERT ROAD NAME]. You can also not park or stop in [INSERT WHERE ZIGZAGS AND DOUBLE YELLOW LINES ARE]. Therefore please plan in advance where you will park if you must drive, or even better, consider taking public transport, or walking or cycling.
* The road closure will be stewarded by parent and staff volunteers who will be wearing high-viz tops. Residents are still allowed vehicle access during the event. If a resident wishes to drive in, stewards will blow whistles to alert children to get out of the road. Once the road is cleared, a steward will walk the car through at 5mph. Please assist the stewards if this happens by helping to get your child out of the road.

Can you help with stewarding? If you are able to, please contact [INSERT NAME AND CONTACT DETAILS]. Look forward to seeing you on [INSERT DAY]! It will be a lovely opportunity for the children to play and let off steam and for us all to come together.

[INSERT NAME] Head teacher/ or PTA member as appropriate