

A university teaching and research-active Trust
Bridge Park Plaza
Bridge Park Road
Thurmaston
Leicester
LE4 8PQ

www.leicspart.nhs.uk

September 2019

Dear Young Person and Parent / Carer,

Human Papillomavirus (HPV) vaccination to protect against various cancers

As part of the national vaccination programme, Leicestershire Partnership NHS Trust's Community Immunisation Service would like to offer to all young people in school year 8 (aged 12 to 13 years) the Human Papillomavirus (HPV) vaccination in school.

From 2019-20 both boys and girls in school year 8 are eligible for the HPV vaccine. The vaccination offers protection against high risk HPV strains, including 16 and 18, which can cause cervical cancer and are linked to various cancers that can affect men. The vaccination also protects against HPV types 6 and 11 which are responsible for infections.

It is important to receive the vaccinations at this age as it gives the best protection during the teenage years and beyond.

For **Countesthorpe Leysland Community College** we are due to visit on **Monday, 23 September 2019**.

To be given the vaccination in school you need to complete an ONLINE consent form by visiting: www.leicsandrutlandimms.co.uk

To complete the form you will need a code for your school, which is **LE138529**

You will need to fully complete the consent form within one week of receiving this letter.

If you are unable to complete this online, please ring us to complete this over the phone on 0300 300 0007 (select option 1 then option 4 then option 2).

The HPV vaccination is a two dose course and will be given as an injection in the upper arm. The second dose is usually given 6 to 12 months after the first dose. You will receive notification of each dose given. To read the patient information leaflet about the HPV vaccination, visit: www.tiny.cc/hpvleaflet

For information about the national vaccination programme, visit: www.nhs.uk/conditions/vaccinations

The team routinely revisit schools to offer vaccinations so in the event that on the day we visit your school you are absent, an additional opportunity will be made available for the vaccination. Please note this vaccine will not be routinely offered by your GP.

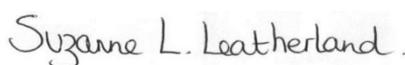
You can watch a short animation which explains the facts about the HPV vaccine by visiting: www.healthforteens.co.uk/health/immunisation The website is also a wonderful resource for young people aged between 11-16 years and offers health advice through interesting articles, films and interactive content.

Should you have any questions or wish to discuss any additional support that may be required during the vaccination you can contact the team, by telephone: 0300 300 0007, or by e-mail: communityimms@leicspart.nhs.uk

Yours faithfully,



Dr Tim Davies
Consultant Lead for Screening and
Immunisation
NHS England and NHS Improvement –
Midlands



Suzanne Leatherland
Immunisation Service Manager
Leicestershire Partnership NHS Trust

NOTES ON COMPLETING THE ONLINE CONSENT FORM

Visit: www.leicsandrutlandimms.co.uk

Select the Human Papilloma Virus (HPV)

Enter and confirm your email address

Enter your school code: LE138529 and click find school. Your school name should appear.

PART 1: Patient Information and Contact Details

Please include the young person's NHS number, if available

If you are registered with a GP practice you will already have this number. It is a 10 digit number which is unique to every individual and can be found on their medical card. It can also be found on any letter from the NHS, any prescription and in every child's red book – "my personal child health record".

PART 2: Medical History

Complete the questions regarding vaccination history and any support required during vaccination.

PART 3: Consent Declaration

Complete this to give consent to the full course of HPV vaccinations.

The young person may be able to consent for themselves to have this vaccination without your agreement and health professionals will assess their ability to make an informed decision.

Sharing information: After the vaccination at school, a notification will be provided and the information will be added to the young person's NHS health records.

To translate the information on the NHS website into a different language visit:
www.nhs.uk/accessibility/health-information-in-other-languages

The School-Aged Immunisation Programme in Schools

Countesthorpe Leysland Community College

Winchester Road Countesthorpe Leicester Leicestershire LE8 5PR

This pack contains important information regarding the upcoming immunisation sessions at your school and contains the following items:

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Letter to the head teacher

Dear Mrs Catherine Aitcheson,

According to our records and based on the ages of the young people in your school, we writing to offer you the following vaccination programme:

Human papillomavirus (HPV) vaccination for young people (school year 8)

**Measles, Mumps and Rubella (MMR) vaccination of under immunised young people
(school year 8)**

Teenage booster + meningitis ACWY vaccination for young people (school year 9)

The Community Immunisation Service (CIS) from Leicestershire Partnership NHS Trust provides the vaccination service in schools throughout Leicester, Leicestershire and Rutland.

In June 2019, we shared with you a “Save the date” message with confirmed session dates. A list of all session dates are available on our website, visit: www.leicspart.nhs.uk/communityimms

In the event you cannot accommodate the team in school on the planned date and time or have any activities which are likely to clash, please let us know. As the arrangements for sessions are complex our flexibility around alternative dates is extremely limited. If there are unforeseen circumstances, e.g. delay in national vaccine supply and we may need to change your session date and will provide as much notice as possible.

It is acknowledged that delivering this vaccination in school will create some disruption to the school day. We believe the hints and tips enclosed in this pack will reduce any disruption to a minimum.

Please note the following changes to the way the programme is delivered this year:

- **We are introducing an online web based consent form.**
- **We are offering the HPV vaccine to both boys and girls in school year 8, this will increase the amount of time spent in schools during this session.**
- **Young people in year 8 who are under immunised for the Measles, Mumps and Rubella will be offered MMR vaccine as part of the national measles elimination strategy.**

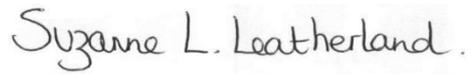
Further to above, we will be changing how we manage consent paperwork through the introduction of an online based consent form:

- We will be providing you with a letter in an electronic PDF format which we request that you circulate to all parents electronically.
- The consent forms will be completed online and submitted forms will be sent directly to the Community Immunisation Service.
- We will liaise with you to ensure the management of the completed forms. We hope to be able to allow you to review the submission of forms for your school and will share details of that with you shortly.

We welcome feedback and have implemented changes in the way we work based on the feedback received from previous years. We look forward to working in partnership with your school to protect the health and wellbeing of children, young people and local communities.

As in previous years we hope to continue to coordinate with the Immunisation Link person at your school. Should you have any further queries please do not hesitate to contact the Community Immunisation Service on tel: 0300 3000 007 or via email: communityimms@leicspart.nhs.uk

Yours sincerely,

A handwritten signature in black ink that reads "Suzanne L. Leatherland." The signature is written in a cursive, slightly slanted style.

Suzanne Leatherland

Immunisation Service Manager

Leicestershire Partnership NHS Trust

2019-2020 academic year plan

Immunisation programmes offered in schools

- Seasonal flu vaccination to protect children against flu (in reception to school year 6)
- Seasonal flu vaccination to protect children and staff in special schools and nurseries against flu
- Human Papillomavirus (HPV) vaccination to protect young people against cancer (in school year 8)
- Measles, Mumps and Rubella (MMR) vaccination for under immunised young people (in school year 8)
- Teenage booster and meningitis vaccinations to protect young people against tetanus, diphtheria and polio (DTP) and meningitis (Men ACWY) (in school year 9)

463

schools and sites to visit

856

sessions to be planned

Area covered:



138,500

vaccinations to offer

Dates for your diary

The team is due to visit your school and deliver vaccinations on:

**Human papillomavirus (HPV) vaccination for young people
(school year 8)**

**MMR vaccination for under immunised young people (school
year 8)**

Monday, 23 September 2019

Dose 1

(and outstanding or missed doses)

Monday, 4 May 2020

Dose 2

(and outstanding or missed doses)

**Teenage booster + meningitis ACWY vaccination for young
people (school year 9)**

Monday, 10 February 2020

Consent paperwork

- Alongside this pack you should receive a letter which directs parents and carers to a website, where they can complete a digital consent for the vaccinations.
 - For the HPV vaccinations, this letter is attached alongside this document and will need to be sent out to families with young people in school year 8 in late August.
 - For the teenage booster and meningitis vaccinations, this letter along with a reminder will be shared with you in late November and will need to be sent out to families with young people in school year 9 in early December.
- Please distribute these electronically (either via email, or any messaging system that you may already use such as ParentMail, SIMS, SchoolBuddy, or any other set means of communication, you have with parents).
- Please distribute these at least four weeks before the session – where possible – to allow parents time to complete these.
- The letter will contain information about the vaccination and links to NHS websites, should they require more information about the vaccine.
- The letter will also have a web link to the www.leicsandrutlandimms.co.uk and a unique code for your school. Parents and carers and young people will need this code to access and complete the form.
- The unique school code for your school is: **LEI38529**.
- The letter also direct parent/carer who are unable to access or complete the online consent form to ring us to complete this over the phone.

If you are unable to distribute this letter electronically, you will need to contact the Community Immunisation Service and request printed versions of the electronic letter. We may have already contacted you to confirm your preference.

Essential things your school needs to do

There are a few things that your school could do, which would help ensure the smooth running of the session. Please share with school staff involved with the session.

Prior to the Session

- Make a note of the dates from the “Dates for your diary” section in your school calendar.
- Share with us class lists for young people in year 8 and year 9. Please provide their name, date of birth, address and contact numbers so that we can cross check their immunisation histories against our existing records prior to the session. Sharing of class lists will also assist with the planning for sessions. See our section below on Information sharing and privacy notices.
- Let us know the name and contact details for the Immunisation Link person at your school if you have not already done so. If this named person changes, please let us know.
- Check if you have received the electronic letter for the vaccination programme.
- Advertise the date of the immunisation sessions to parents and young people using your wide communication network including the contact details of the Community Immunisations Service for parents to call with enquiries.
- Arrange for activities and assemblies to introduce vaccinations using the “Educational and learning support materials” section.
- Issue the letter for the vaccination programme electronically to young people and parents.
- Remind parents and young people to complete and submit the digital consent form within one week of receiving this letter.

For each session

- Allocate parking for our team’s van to allow the safe loading and unloading of equipment and vaccine.
- Allocate an adequate sized room for up to six staff, including tables and chairs for the planned session time.
- Allocate a member of staff or responsible young person to act as a “runner”, that is to collect young people from classes where they have consented to vaccination.
- Discuss with your named Immunisation Nurse any messages from young people and parents/carers about the vaccinations.
- Discuss with your named Immunisation Nurse the running order of the session and any breaks that the team will need to take. Access to facilities to make a hot drink would be appreciated by our team.
- Allow staff time at the start of the session to prepare the vaccine and time at the end of session to collate their session notes and pack up the vaccine and the equipment.

Guide to the vaccination programmes

Human papillomavirus (HPV) vaccination for young people (school year 8)

Who is the vaccination being offered to?	<ul style="list-style-type: none">• The HPV vaccination is being offered to young people in school year 8 as part of the national vaccination programme. It is important to receive the vaccinations at this age as it gives the best protection.• From September 2019, this is being offered to both boys and girls in school year 8.▪ Only girls aged 15 years or over, who have not yet had the HPV vaccine can still consent to the programme but will require a three dose course which is given over 12 months.<ul style="list-style-type: none">○ Do let us know if you have any girls aged 14-18 who have recently joined your school, so that we can check if they are eligible for the HPV vaccination.
What does it protect against and why vaccinate?	<ul style="list-style-type: none">• HPV is a family of viruses, with the varying types of viruses classed as either low or high-risk. In 99% of cases, cervical cancer occurs as a result of a history of infection with high-risk types of HPV and these are also linked to cancers which can affect men.• This HPV vaccination offers protection against high-risk HPV types 16 and 18, which can cause cancer and types 6 and 11, which causes infections.
What vaccine is going to be given and how?	<ul style="list-style-type: none">• Gardasil will be the vaccine used.• The vaccine is given in two doses.• Current year 8 boys and girls will receive dose 1 at the start of school year 8 and dose 2 late in the same academic year.• The vaccinations are given as an injection in the upper arm.• The vaccines have been found to be very effective and have been widely used globally.• Please note that the vaccine used do not contain gelatine or alcohol.

Guide to the vaccination programmes

Measles, Mumps and Rubella (MMR) vaccination for under immunised young people (school year 8)

Who is the vaccination being offered to?

- The MMR vaccination is being offered to under immunized young people in school year 8 as part of the national measles elimination strategy.
- This offer is to young people who either missed one or two doses of the MMR vaccine. The first dose is given at around 13 months old and a second dose is given as part of the pre-school boosters at 3 years and 4 months.

What does it protect against and why vaccinate?

- The MMR offers long lasting protection against measles, mumps and rubella.
- Measles is a highly infectious and serious disease that can be spread by coughs and sneezes.
- Measles can be very unpleasant and lead to serious complications and usually results in being away from school or work for about 10 days.
- Measles can be very serious to those with a weakened immune system, babies under one and pregnant women.
- Mumps is a viral illness spread by coughs and sneezes or close contact with someone with the infection
- Mumps can be very painful and can result in difficulty to swallow.
- Rubella is often referred to as German measles and although it is rare in the UK it is still important to vaccinate against the illness.
- Illness lasts approximately 7-10 days and causes rash, cold like symptoms and aching joints
- Rubella spreads in similar way to measles and mumps and can be very serious for pregnant women and their unborn baby.

What vaccine is going to be given and how?

- Two types of vaccines are available, of this Priorix will be the vaccine used.
- Priorix contains no gelatine or alcohol.
- One dose of the vaccination will be given.
- The vaccination is given as an injection in the upper arm.
- The vaccines have been found to be very effective and have been widely used globally
- If a young person requires a second dose they will be signposted to their GP

Guide to the vaccination programmes

Teenage booster + meningitis ACWY vaccinations for young people (school year 9)

Who is the vaccination being offered to?	<ul style="list-style-type: none">• The teenage booster and meningitis ACWY vaccination is being offered to young people in school year 9 as part of the national vaccination programme.
What does it protect against and why vaccinate?	<ul style="list-style-type: none">• The teenage booster ensures continued protection against tetanus, diphtheria, polio (Td/IPV).• The meningitis ACWY vaccine offers wider protection against meningitis and protects against four strains of the disease, including the meningitis W strain. This vaccine was introduced following the rise in the number of meningitis W cases being seen nationally.
What vaccine is going to be given and how?	<ul style="list-style-type: none">• These vaccinations are given as two separate injections.• For the teenage booster, Revaxis will be the vaccine used.• For the meningitis ACWY vaccine, there are two vaccines called Nimenrix and Menveo. They are very similar and both work equally well.• The vaccinations are given as an injection in the upper arm.• The vaccines have been found to be very effective and have been widely used globally.• Please note that the vaccine used do not contain gelatine or alcohol.

How will consent be sought from parents?

- We ask that you distribute an electronic letter to parents. The letter will contain information about the vaccination and links to NHS websites, should they require more information about the vaccine.
- The letter will also have a web link to the www.leicsandrutlandimms.co.uk and a unique code for your school. Parents and young people will need this code to access and complete the form.
- The unique school code for your school is: **LEI38529**.
- Young people can consent for themselves without agreement from parents and carers and health professionals will consider their ability to make this decision.
- Should you need paper copies of the letter, let us know and we will arrange for these to be sent to you.

How will consent be managed?

- We will liaise with you to help manage the number of completed consent forms.
- We hope to be able to introduce a system where you can register to the online system to see who we are due to call down to the session. Further details to follow.

What working space will you require?

- Up to six or more staff will visit on the day to deliver the vaccines. The size of the team will be dependent on the number of vaccines that are to be offered.
- The space provided will need to be sufficient for the staff to have a work station each, (consisting of 1 table and 2 chairs) and for young people to flow into and out of the area safely. The administrators will need to be stationed at of the entrance to the room that the staff are working in.
- Your named Immunisation Nurse can clarify any details should you have any additional questions.

How will things run on the day of the session?

- Based on your school activities on the day you may wish to identify a running order for the classes. The named Immunisation Nurse will work with you on the day and will need to know the order to allow the paperwork to be ready.
- Please note that for the teenage booster and meningitis ACWY vaccination sessions, a slightly longer setup time will be required as the vaccine needs to be prepared before it can be given.
- Please can you identify to us young people with any special needs that may need additional support during vaccination. This will ensure that robust arrangements are in place for assessing and vaccinating these young people.

What if the young person is not in school or unwell on the day of vaccinations?

- Every young person will be assessed individually by the Immunisation Nurse prior to giving the vaccine. If the nurse deems the child not fit enough to have the vaccine, the vaccine will not be given. If the young person is deemed not fit enough to be at school, the nurse will advise school staff accordingly.
- The team offer more than one opportunity for vaccination during the school year. **Please note that these vaccinations are not routinely offered by the GP.**

Are there side effects from the vaccine?

- Like with any medicine, there may be some side effects that might be experienced. Many young people do not get any side effects whilst others will get a few. Side effects should resolve within 2-3 days. All young people will be issued with information about the vaccination given along with some post-vaccination advice.
- Each young person needs to be assessed individually as you would routinely do should they become unwell whilst at school.

Information sharing and privacy notices

Leicestershire Partnership NHS Trust

Our organisational privacy notice can be accessed on our website:

https://www.leicspart.nhs.uk/_Aboutus-Whatwedowithyourinformationprivacynotice.aspx

Local authorities

Local authorities operating in Leicester, Leicestershire and Rutland have their notice about the processing of pupils' personal data and these notices can be read in their entirety on the websites for the individual local authorities.

Leicester City Council

City Hall, 115 Charles Street, Leicester, LE1 1FZ

Website:

<https://www.leicester.gov.uk/your-council/how-we-work/our-website/privacy/>

Leicestershire County Council

County Hall, Glenfield, Leicester, LE3 8RA

Website:

<https://www.leicestershire.gov.uk/about-the-council/data-protection-and-privacy>

Rutland County Council

Catmose, Oakham, Rutland, LE15 6HP

Website:

<https://www.rutland.gov.uk/my-council/data-protection/information-sharing-agreements/>

Public Health England

A letter from Dr Fu-Meng Khaw, Director, Public Health England East Midlands is included below and provides advice on the General Data Protection Regulation and vaccinations in secondary schools.



Protecting and improving the nation's health

Countesthorpe Leysland Community College
Winchester Road Countesthorpe
Leicester Leicestershire
LE8 5PR

August 2018

Dear Mrs Aitcheson,

Advice on the General Data Protection Regulation and vaccinations in secondary schools

This letter provides advice for secondary schools on the General Data Protection Regulation (GDPR) and the use and sharing of young people's personal information to support the national vaccination programmes.

The key message is that **no change** is needed to the current ways in which young people's personal information is used and shared by schools for the purpose of providing vaccinations for this to be lawful under the GDPR.

A more detailed explanation is provided below.

About the General Data Protection Regulation (GDPR)

The GDPR became UK law on 25 May 2018. It updates and strengthens the ways in which personal information is protected¹. The GDPR is an evolution in data protection legislation rather than a revolution.

All processing of personal information – meaning all aspects of the collection, use and sharing of personal information about identifiable individuals² – must have a lawful basis under the GDPR.

GDPR and vaccinations

The Secretary of State for Health & Social Care is required by the Health & Social Care Act 2012 to take steps to protect the public from disease. This includes providing vaccination services. This specific responsibility is fulfilled by NHS England, which works with Local Authorities to vaccinate children and young people in schools.

¹ Further information on the GDPR can be found on the Information Commissioner's Office website at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr>

² See <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/>

This legal duty means that the lawful basis for using and sharing young people’s personal information for the purpose of vaccination is provided by the GDPR Articles covering the exercise of official authority³, provision of healthcare⁴, and public interest in the area of public health⁵.

Consent is not the lawful basis under the GDPR for processing children’s personal information for the purpose of vaccination.

Agreement to be vaccinated

The legal duty to provide vaccinations means schools do not have to obtain the prior consent of children or their parents or guardians to lawfully share personal information from school rolls with school nursing services for this purpose.

However, guidance from Public Health England on the administration of vaccines states that the agreement either of parents, persons with parental responsibility or a young person considered by a healthcare professional to be competent to give or withhold their agreement (known as ‘Gillick competent’) must still be obtained before a vaccine is administered⁶. This agreement can be given verbally or in writing.

No change is required from previous years to the way in which this agreement is obtained. Schools should continue to work with the school nursing service providing vaccinations, and follow the guidance published by Public Health England.

Vaccination information for young people

A range of promotional materials explaining vaccination to young people have been published by Public Health England^{7,8}.

Summary

No change is needed to the current ways in which young people’s personal information is used and shared by schools with school nursing services for the purpose of providing vaccination for this to be lawful under the GDPR.

The lawful basis under the GDPR for children’s personal information to be used and shared for vaccination is not provided by consent – it is provided by the GDPR Articles covering the exercise of official authority, provision of healthcare, and public interest in the area of public health.

³ GDPR Article 6(1)(e) - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority

⁴ GDPR Article 9(2)(h) - processing is necessary for medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems

⁵ GDPR Article 9(2)(i) - processing is necessary for reasons of public interest in the area of public health

⁶ See <https://www.gov.uk/government/collections/immunisation>

⁷ See <https://www.gov.uk/government/publications/immunisations-for-young-people>

⁸ See <https://www.gov.uk/government/publications/immunisations-resources-for-schools>

However, the agreement either of parents, persons with parental responsibility or a Gillick-competent young person must still be obtained before any vaccine is administered.

Further information

Any questions regarding this advice can be directed to 0344 225 4524.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Fu-Meng Khaw', written in a cursive style. The signature is positioned to the left of a vertical line.

Dr Fu-Meng Khaw

Director

Public Health England East Midlands

Data sharing – electronic class lists

It is essential that you share with us electronically class lists for young people containing their name, date of birth, address and contact numbers so that we can cross check their immunisation histories against our existing records prior to the session.

Files can be shared with us by contacting communityimms@leicspart.nhs.uk Please call us if you wish to discuss this further in line with your information governance arrangements.

Files can also be shared via AnyComms+ - this is a secure data sharing network used by local authorities for information sharing, which can be accessed online by schools registered to the network.

For schools registered to the Leicestershire network

Via: <https://filetransfer.leics.gov.uk/Login.aspx>

- > Choose 'Upload a File to the Local Authority' from the Main Menu
- > Browse to locate the file you want to send
- > Choose a File Type of 'Children's Immunisations'
- > Choose 'Leics. NHS – Community Immunisation Service' as the Service
- > Click on 'Upload All Files'.

For schools registered to the Leicester network

Via: <https://filetransfer.leicester.gov.uk>

- > Choose 'Upload a File to an Organisation' from the Main Menu
- > Browse to locate the file you want to send
- > Choose Recipient Organisation as 'Leicestershire Partnership NHS Trust - CIS'
- > Choose Recipient Role as 'General'
- > Enter an appropriate description, i.e. "year 8 class list"
- > Click on 'Upload All Files'.

For schools registered to the Rutland network

Via: <https://securetransfer.rutland.gov.uk>

- > Choose 'Upload a File to the Local Authority' from the Main Menu
- > Browse to locate the file you want to send
- > Choose a File Type of 'Children's Immunisations'
- > Choose 'Leics NHS Community Immunisation Service' as the Service
- > Click on 'Upload All Files'.

Learning support materials

An extensive range of free age-appropriate education and learning resources are available to develop young people's understanding of viruses, spread of infections and the importance of immunisation.

We have developed a health promotion website for young people aged between 11-16 years. The website known as

HEALTH FOR TEENS

HealthforTeens offers health advice through interesting articles and interactive content.

Young people can find out more about these vaccinations and other health issues by visiting:

www.healthforteens.co.uk/health/immunisation

We have also produced a short animated film which squashes all the rumours about HPV, explains what HPV is and the protection the HPV vaccine offers against cancer.

You can watch this film by visiting:

<https://www.healthforteens.co.uk/health/immunisation/video-5-rumours-about-the-hpv-vaccine/>



The Europe-wide **e-Bug project** has numerous activities and classroom resources about microbiology, hygiene and the spread, treatment and prevention of disease. There are tailored lesson plans and tools available for secondary school teachers and students can access fact files, quizzes, games and revision guides. You can find out more by visiting: www.e-bug.eu

Topics for Secondary Schools *Introduction to Microbes, Useful Microbes, Harmful Microbes, Hand Hygiene, Respiratory Hygiene, Sexual Transmission, Immunity, Vaccination, Antibiotic Use and Medicine*

Enquiries from parents and carers and our contact details

Should young people or parents change their decision regarding the vaccination, wish to advise us of any changes or they have missed the session, please tell them to **contact us directly**.

Community Immunisation Service

Leicestershire Partnership NHS Trust

Online consent form: www.leicsandrutlandimms.co.uk

Your school code: LE138529

Tel: 0300 3000 007

Email: communityimms@leicspart.nhs.uk

Website: www.leicspart.nhs.uk/communityimms

If parents have literacy or language barriers and your school has resources to assist, it would be helpful if you could provide support for parents to read the letter and/or complete the consent documentation.