*Letter to be written on a DHL site letterhead*

**TACS Confirmation Letter**

(DATE)

(CONTACT NAME)

(ADDRESS)

Dear (NAME)

Following our meeting on (DATE), I now confirm that our demonstration team will be visiting your school on (DAY, DATE, TIME) to carry out a demonstration aimed at 7-11 year olds. We understand that you may have younger children who attend your school and although a full demonstration is not suitable for them, they will be allowed to look at the vehicle and talk to the demonstrators if you wish.

Your local Community Police Officer PC (NAME) and / or Road Safety Officer (NAME) (has/have) been informed about your visit and parents are also welcome to attend.

Invitations to parents / guardians are included in the teacher’s pack that will be provided to you before the demonstration.

The vehicle due on site is: (DETAILS)

As agreed, the (AREA) will be used for the display. Would you please ensure access is available as discussed?

Would you also arrange for at least one child from each class to bring a roadworthy bicycle to school with them for use during the demonstration?

From (TIME) onwards the static vehicle will be available, should any other class from the school wish to look at them.

Please note that the children must have a teacher or teachers assistant supervising them at all times when near or inside the vehicle; when visiting a school, the teachers have the overall responsibility for the children. We would ask that teachers and their assistants wear suitable clothing and footwear for climbing into a large vehicle as they will be involved in the practical demonstration.

The drivers / instructors who are trained TACS demonstrators will wear florescent jackets and a TACS ID badge so that children know who to approach for information or if there is a problem. Please be advised that all our trained demonstrators have attended a training day for this programme and have been through the DBS process.

I / We look forward to seeing you on the (DATE)

Yours sincerely

(NAME)