**Example Pupil Premium Plus reminder**

Dear Parents and Guardians,

At the end of each calendar year, we remind parents and guardians that the deadline for the Pupil Premium Plus self-declaration is in early January. If your child was previously in care and is adopted or living with you under a special guardianship order or child arrangements order, the school is currently able to claim £2,530 each year to support the social, emotional and academic needs of this group of children.

If you would like us to do this, you must declare your child’s status directly to us at school. At **name of school** this can be done by contacting **name of member of staff and role**. The Department for Education requires you to provide evidence of your child’s adoptive or special guardianship status, by sharing your adoption/special guardianship order or showing a letter from the local authority confirming that they placed your child with you. **Name of member of staff** then ticks a box on our pupil census, which is sent to Oxfordshire Local Authority.

Please be aware that you must make this declaration each time your child moves to a new school, so if this is your first year with us, we would be grateful if you could let us know. Once we know, we will not contact you again for this information whilst your child remains at our school. Please advise if you do not want to be contacted further to explore this.

If you have any questions, please contact **name of member of staff and role.**

Yours sincerely

**Name**

Designated Teacher for Previously Cared For Children