

Sample letter thanking schools or childhood centres for agreeing to participate:

Thank you for agreeing to have your students participate in the consultation process for the _____ in _____ area.

Council is committed to engage children and young people about matters that directly affect them. This consultation is part of our commitment to be a 'Child Friendly City' and ensuring children's participation in their city is valued and invited.

The information collected during this consultative process will be used to inform the design process and site selection, which is expected to take approximately 12 months. Council will endeavour to come back to the students with a concept plan to discuss the project further.

Please find enclosed a copy of the consent form for photos. Photos are a useful tool when undertaking the reporting process. It would be very appreciative if we could take photos on the day whilst the consultation is taking place.

Thank you once again for finding time in your very busy schedules to fit this activity in. If you should require any more information about the project, you can contact _____ on _____.

Regards

Name

Position

Contact details

Wollongong Council has a dedicated Children and Families Worker who is often the first point of contact before undertaking any engagement with children.