[INSERT SCHOOL LOGO]

Dear [insert]

We are writing this letter to you because there are a few things we think you should know.

We are incredibly proud of youThis last year has been exceptionally difficult. You have shown incredible resilience and adaptability. You have been selfless and put the needs of others before your own. You have made so many sacrifices and yet faced the challenges with strength and determination. There is much you’ve been told you’ve lost, including many weeks of your education, but there is much you have gained. You will emerge from this stronger. This may be the greatest challenge you have faced so far but it will not be the last. Next time you will find you have more resources and are better prepared (and even more so the time after that).

We are here for youWe know some of you will be worried about what the future holds. We want you to know we are here for you. We know you will need a chance to reconnect with your friends. We know you will need time and space to play and be active. We know you are desperate to get back to your sports/music/art/acting and everything else that is so crucial to your development. We know that you are keen to get back to your academic studies in school and college as well. We know that evenings, weekends, and holidays are as important as your time at school. We are committed to ensuring that your opportunities are balanced and wherever your passions lie you have the chance to pursue these. We will be here to encourage you, support you, challenge and help you every step of the way.

You are the futureYou are the future and that future is not written. There are challenges but there always have been and always will be: we know we will get through this together. We have complete faith in you. We want you to know that; more than anything. Do not let us or anyone else tell you what you can or can’t be. We don’t know. We cannot imagine what you will achieve. But we are so excited to see and be a part of it. We hope to see you back in our schools and colleges very soon. Whatever happens next, it will just be another step in your journey.

[We look forward to welcoming everyone back to [insert school name] and can’t wait to get started.]

[insert name]

[insert role]