



Dear parent/carer,

<insert school name> is registered as a SunSmart **School/Service**, which means we implement a best-practice sun protection policy to reduce staff and students over exposure to ultra-violet (UV) radiation.

<Insert school name> will be going on an excursion to <insert place> on <insert date> at <insert time>. We have identified that UV levels will be 3 or higher; where possible, we will be staying in the shade, and all staff and children will be required to:

- Wear a SunSmart hat that protects their face, neck and ears. SunSmart hats include broad-brimmed hats with a brim size of at least 6cm (adults 7.5cm), bucket hats with a deep crown and brim size of at least 5cm (adults 6cm), and legionnaire style hats.
- Wear SunSmart clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible. SunSmart clothing includes wearing loose fitting shirts and dresses with sleeves and collars or covered neckline, and longer style skirts, shorts and trousers.
- Apply SPF30 (or higher) broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapply every 2 hours.
- Optional: Staff and students are encouraged to wear close-fitting wrap-around sunglasses that cover as much of the eye area as possible and comply with Australian Standard AS1067 (Sunglasses: Category 2, 3 or 4).

Australia has the highest rate of skin cancer in the world. In the first 15 years of life, reducing exposure to UV significantly reduces the risk of developing skin cancer in the future. It is estimated that more than 75% of all skin cancers could be prevented by practicing sun protection in childhood and adolescence.

Sun protection times are a forecast for the times each day UV levels are expected reach 3 or above. At these levels, sun protection is recommended for all skin types. In NSW, UV levels are high enough (UV 3 or above) to damage unprotected skin most months of the year. UV levels are particularly high during the summer months and highest in the middle of the day. UV levels and daily sun protection times can be accessed via the [SunSmart App](#) to determine sun protection requirements.

Should you have any questions regarding <insert school name>'s sun protection policy or sun safety on this excursion please do not hesitate to contact me.

Yours sincerely,

<insert contact name and position>