[Address Line 1]

[Address Line 2]

[Town]

[County]

[Postcode]

Dear Parents/Carers,

I am writing to advise you that [Insert School Name] is preparing to submit for the government recognised Cyber Essentials Certification.

The Cyber Essentials scheme is supported by the National Cyber Security Centre (NCSC) and helps organisations put cyber security measures in place which help can protect against up to 80% of cyber-attacks.

It is vital that schools take all the steps they can to keep their systems, pupils, staff, and data secure and safe from harm.

We want to reassure you that at a time when cyber-attacks are on the increase globally, and the UK media regularly report on data breaches and cybercrime, we are doing all we can to safeguard our school community.

[Insert School Name] is committed to evaluating our current systems and processes and procedures. We will assess these against the Cyber Essentials key controls to ensure we are doing everything we can to secure our school.

We hope to write to you in due course with an update on our certification.

Yours sincerely,

Headteacher

\*Source: Cyber Breaches Survey 2020

https://www.gov.uk/government/statistics/cyber-security-breaches-survey-2020