[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 NCSC (National Cyber Security Centre) and helps organisations put cyber security measures in place which protect from around 80% of common cyber-attacks.

Like all organisations following the pandemic, schools are making greater use of technology and the internet. 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. Last year, 41% of primary schools and 76% of secondary schools have identified cyber breaches or attacks.\*

[Insert School Name] is committed to working hard to evaluate our current systems and re-evaluate our processes and procedures and assess these against the Cyber Essentials key controls to ensure we do everything we can to secure our school.

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

Kind regards,

Headteacher

\*Source: Cyber Breaches Survey 2020

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