**ADDENDUM A - SAMPLE LETTER FOR SENDING TO PARENTS FOR PHYSICAL ACTIVITY WORKSHOP**

The following letter, in your choice of format/letterhead, can be sent to parents of selected children advising of the planned workshop.

Dear Parent,

Recent data has shown that Canadian children are lagging behind other countries in the world when it comes to physical activity. For many Canadian children they are failing to reach set government targets for physical activity (60 minutes per day).

As part of [insert school]’s ongoing commitment to the complete development of your child, we are going to be running a FREE workshop that aims to increase your (and your child’s) knowledge of physical activity daily requirements and how this can expand on the current physical education program we are covering at [insert school]. This is a combined workshop, for both you, and your child. It is important that you both learn the benefits of ongoing physical development, and that you take the lead outside of the classroom when it comes to allowing time for this to occur.

The main objectives of the workshop are to:

- have parents and children work together to create a plan to increase physical activity time at home,

- have parents understand the importance of physical literacy,

- have fun with parents and kids learning/working together.

We will be covering in the workshop:

- Current research statistics on physical activity,

- Main reasons for under active children,

- Ways you can help increase your child’s activity outside of the classroom,

- Focus on ‘good sports’ and the benefits of free-play,

- Games to play with children.

We would like to encourage you to register for this event with your child (both parents are invited of course) to help further your knowledge of physical activity and its importance.

**Workshop Details**

**Date:** XX Day XX Month XXX year

**Time:** XXX PM (3.30pm – 5pm is likely good timing)

**To Register:** Email or event registry site such as Eventbrite (free service)

Should you have any questions about the workshop or further questions about the physical development of your child, please do not hesitate to contact myself or a member of the school administration.

Many thanks,

[Insert Name]

[Insert Position]

[Insert School]