Hi <contact name>,

We’d like to let you know that <name> [is now identifying / identifies] as <gender identity>. [She uses / He uses / They use] [She/Her/Hers / He/Him/His / They/Them/Their / <Other>] pronouns.

[She doesn’t / He doesn’t / They don’t] have any particular care requirements apart from access to [the girls’ / the boys’ / a staff / a disabled / a private / a gender neutral] bathroom for toileting and getting changed.

Below/attached are a bunch of resources you can familiarise yourself with: [Copy/paste appropriate links from the Transforming Families website]

Can you please have a chat with staff to let them know; they will benefit from reading through the above resources as well.

Regards,

<your name/s>

<your signature/s>