

Annex 4: Specimen pre-measurement letter to parents and carers

PCTs should send this letter out to all parents and carers of children eligible for inclusion in the 2012/13 NCMP.

PCTs may make minor changes to the letter to suit local needs; however, the wording shown in bold in the letter should be followed closely because this sets out the legal requirements for the programme and the intended use of the data, and due effort must be made to inform parents and carers of this. PCTs may wish to produce the letter in other languages or formats depending on the needs of parents and carers in their local area.

We recommend that a copy of the leaflet for parents and carers 'Why your child's weight matters' is enclosed with this letter (**annex 2**).

Measuring the height and weight of children in reception year and year 6

The NHS needs to have a good understanding of how children are growing across the country, so that the best possible health services can be provided for them. As a result, all children in England in reception year and year 6 have their height and weight checked each year. This important programme is now in its eighth year.

Your child's class will take part in this year's measurement programme. **The measurements will be supervised by trained staff from your local NHS primary care trust (PCT). The measurements will be done in a private area away from other pupils. Children who take part will be asked to remove their shoes and coats and will be weighed in normal indoor clothing.**

Routine data, such as your child's name, sex, address, postcode, ethnicity and date of birth, will also be collected. This information will then be used within the PCT to help us understand and plan interventions for weight-related problems for children in your area. We may store the information on your child's health record. No child's height or weight measurements will be given to school staff or other children.

The records of children's heights and weights will be submitted for analysis in a way that means your child cannot be directly identified. National and local level summaries of the data will be published. All information and results will be treated confidentially.

Once your child has had their height and weight checked, your local NHS will send you your child's results through the post [DN: where pro-active follow-up is implemented this should be identified].

A leaflet called 'Why your child's weight matters' is enclosed to provide more information about the National Child Measurement Programme and tips on healthy eating and being active.

Opting your child out of the programme

If you are happy for your child to be weighed and measured, **you do not need to do anything**. If you do not want your child to take part, please let your local NHS know by writing to or telephoning them using the contact details at the top of this letter. Children will not be made to participate if they do not want to.

Yours faithfully

[Insert name]

Director of Public Health

[Insert name of PCT]

[Insert name]

Director of Children's Services

[Insert name of local authority]