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Dear <Title and Name>

Notice of inspection under the social care common inspection framework (SCCIF) – residential holiday scheme for disabled children

This letter is to confirm that <Inspector name> will be carrying out the inspection of <name and location of holiday event>. I will contact you shortly to confirm the dates of operation of the holiday scheme and to discuss the inspection including to agree the date of my inspection visit. I will also set an agreed time and date to complete a telephone interview with the registered manager of the scheme.

Please complete the attached annex A and return to me. I may request other detailed information required once I have reviewed the Annex A. All information should be returned **as soon as possible** by email to me at <inspector email address>.

Further information about SCCIF inspections of residential holiday schemes for disabled children is available at: www.gov.uk/guidance/social-care-common-inspection-framework-sccif-residential-holiday-schemes-for-disabled-children.

You should also consult the national minimum standards for residential holiday schemes for disabled children: www.gov.uk/government/publications/residential-holiday-schemes-for-disabled-children.

I hope this letter answers your immediate questions about the inspection, but if you have any further urgent queries please do not hesitate to me at: <inspector email address and telephone contact number>.

Yours sincerely

< Inspector Name >

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