**Letter template 1 – For Local Decision Makers**

**[Your unit number and address]**

**[Date]**

**[Organisation Name and Address of Decision Makers]**

Dear *[decision maker’s name – it’s a good idea to write the name of the decision maker that the letter is addressed to so that it’s more personal and targeted at a specific individual]*

We, the Girl Guides of the Hong Kong Girl Guides Association call on you to take action to make education more inclusive, supportive and equitable for all. In 2015, 193 United Nations Member States adopted Agenda 2030 for Sustainable Development, including our country. Goal 4 of these Sustainable Development Goals calls for all boys and girls to complete free, equitable and quality primary and secondary education.

In Hong Kong, we are very fortunate that the Government has implemented 15-year free education with effect from the 2017/18 school year. However, there is much more effort to be made to ensure more inclusive and equitable education for all, with particular attention to vulnerable populations, including children with disabilities or special learning needs, and those from impoverished families.

*[Use this space to write about education for girls and young women in your country – make sure you use information and statistics that show what is happening (you may need to do some research). Tell the decision maker how you want this situation to change and why this is important. Why not tell the decision maker some of the solutions you came up with doing your TeamGirl activities]*

Our key asks (You may choose the appropriate solutions or add more asks from your unit):

* Increase the overall funding for education, make long-term policy planning, and address the main needs of the education system to avoid unnecessary waste and inefficient use
* Optimise education conditions, such as recruiting more teachers and implementing small group teaching in secondary school
* Strengthen the care for students with special needs (including special learning needs such as dyslexia), such as establishing additional facilities
* Provide support and counselling staff for integrated and special schools, such as speech therapists, psychologists, occupational therapists and nursing staff, so students can receive additional resources and professional support. Moreover, strengthen teachers' pre-service and on-the-job training
* Provide quality education opportunities for low-income students, such as reducing the interest on non-means-tested loans and offering tuition grants

By educating girls and young women you are

* Promoting economic growth
* Creating peace
* Saving lives
* Reducing child marriage
* Encouraging political leadership
* Improving the environment

Education is critical in ensuring that girls and young women around the world are able to develop to their fullest potential and become responsible citizens of the world. It equips them with the knowledge and skills they need to realize their potential and to protect themselves from harm. Access to quality education brings is proven to have long-term benefits for society. We therefore call on you to act for the right of every girl and any girl to receive an education.

*[Write your name(s) and sign]*

*[Unit Number]*

**# TeamGirl**

**Copy to: Name of Sponsoring Authority for the Unit**