Dear [name of headteacher]

**Stars in our Schools: UNISON celebrating support staff**

As you may have already heard, UNISON is holding a national celebration day for school support staff on Friday 24 November 2023 called ‘[Stars in Our Schools](https://www.starsinourschools.uk/)’. Previous years have seen thousands of children, staff and parents in schools across the UK take part.

**Please join us in celebrating the positive role of the whole school support staff team in making your school a safe and happy place for children to learn.**

Across the UK, schools are planning events to recognise the contribution of school support staff, particularly during the difficult times we have experienced this year, and we would love you to join in.

* Some schools are holding special assemblies
* Some are asking their local MP to send a message of support and asking local press to help mark the day
* Others are asking pupils to make ‘thank you’ posters or nominate a support staff member for a special award

It would be fantastic if [name of school] could support the day in any safe way that you can. A full list of ideas for schools is available on the Resources page of the Stars in our Schools website – [www.StarsInOurSchools.uk](http://www.StarsInOurSchools.uk), where posters and graphics are also available.

As your local UNISON branch for support staff at [name of school], we’d be happy to help with planning your celebrations. While 24 November is the nominated national day, we can work with any date around that time that works for your school. Please contact [name of branch secretary] if you’d like to discuss this further.

Yours sincerely

[Your name]