**Template for easy read letter**

Address 1

**Your NHS Number**: XXXXX

Date:

Address 2

Address 3

Address 4

Postcode



**Book your coronavirus (COVID-19) booster vaccine appointment now**

Dear XXX

|  |  |
| --- | --- |
|  | It has been six months or more since you had your second coronavirus vaccine. |
|  | **The NHS thinks it is important for you to have a third coronavirus vaccine. This is sometimes called a COVID-19 booster vaccine or a coronavirus booster vaccine.** |
|  | It is important that you have your coronavirus booster (third) vaccine to make sure you are kept as safe as possible this winter. |
|  | This letter shows you how you can book your appointment. |
| Tick Yes | If you already have an appointment booked, you don’t have to do anything. |
| How to book your appointment | |
| Vaccine Story A23 | There are 2 ways to get the coronavirus booster vaccine that we will explain more about in this letter. |
| 1. Booking at your doctors’ surgery | |
| GP Reception 2 | You can have your vaccine at your doctors’ surgery. You can ring them to book an appointment. |
| Reasonable Adjustments | Your doctors’ surgery should be able to make reasonable adjustments for you. |
| |  |  | | --- | --- | |  |  | |  |  | |  |  | |  |  | |  |  | |  | You can ask someone you trust to do help you book your appointment or to do it for you. | | **What will happen when you book your appointment?** | | |  |  | | GP Reception 2 | The person you contact will ask you: | | Name6 | 1. Your name and date of birth. | | Read4 | 1. Your NHS number, this can be found at the top right of this letter. | | Telephone interview | It is a good idea to have this information ready to tell them. | | Cilla Phone 1 | When you book your appointment, you should tell them that you have a learning disability. | |  | Please let us know if you need someone who speaks your language. | | Reasonable Adjustments | You can also tell them about any reasonable adjustments you need at your appointment. This might be: |  |  |  | | --- | --- | | Time duration | A longer appointment. | | Quiet3 | Somewhere quiet to sit whilst you wait for your appointment. | | Covid Vaccine 2 | Support if you are worried about having the vaccine. | | Work In Pair 2 | * Asking for someone to read any information to you or write down information for you. | |  |  | |  |  | | Speech Language Therapist | * to have support from theNHS British Sign Language service. You can also get this by going to [**www.interpreternow.co.uk/nhs119**](http://www.interpreternow.co.uk/nhs119) | | **The person on the phone will tell you** | | | Health Centre Enter | * where your appointment will be | | When? | * the time of your appointment | | A person holding a sign  Description automatically generated | They may ask you if you want them to send you, your appointment time by text or email. | | **2. Booking to have your booster vaccine through 119** | | | Vaccine Story A6 | If you don’t want to book to have your vaccine at your doctors’ surgery you can book through 119. | | Phone Number Mobile  **119** | If you do this your appointment will either be at: | | Vaccine Sign 4 | * a larger vaccination centre | | Prescription3 | * or at a local pharmacy (Not all pharmacies offer the coronavirus booster vaccine, so any appointment must be made via 119). | | Noise | Larger vaccine centres are often noisy and busy and they may not be able to offer the reasonable adjustments you need. | |  |  | | Annual Health Check 2 | So you might want to go to your doctor for your coronavirus booster vaccine instead. | | Vaccine Story A6 | But if you do want to go to a large vaccination centre or pharmacy you can book through 119: | | GP Reception 2 | * go on the NHS website at [www.nhs.uk/covid-booster](http://www.nhs.uk/covid-booster) | | Phone Number Mobile  119 | * or ring 119 **for free.** You canring them from 7am to 11pm any day of the week. | | Can I book my vaccine appointment | * or text this number **18001 119** | | |
| When you go to your vaccine appointment | |
|  | You will need to make sure you have: |
| Birth Date | * Your date of birth |
| Vaccine Story B6 | * Your NHS number, which can be found at the top of this letter |
| Vaccine Story A20 | When you go to your appointment, you should remind them that you have a learning disability and tell them about the reasonable adjustments you need. |
|  | **Please bring this letter with you to your appointment.** |
| About the coronavirus booster vaccine | |
|  | If you would like more information you can look at the leaflet attached to this letter or go to **bit.ly/covid-booster** |
|  | The vaccine is only available from the NHS and is free. |
|  | **The NHS will never ask you for your bank account details or to pay for the coronavirus vaccine or your flu vaccine.** |
|  | The NHS may give you a phone call (which will come from **0300 561 0240**) or a text message which will show up as **‘NHSvaccine’** reminding you to book your booster vaccine. Your doctor may also send you separate text messages. |
|  | If you get any messages, calls or emails asking you to pay for it, even if it looks like it is from the NHS, it will be a scam and you should not give them any of your information. |
| Flu vaccine | |
|  | As well as having the coronavirus booster vaccine, it is also very important for you to have the flu vaccine to make sure you are kept safe from flu. |
|  | You cannot book your flu vaccine using 119. |
|  | To find out how you to book your flu vaccine if you haven’t had one already, please go to  **bit.ly/flu-easy-read** |
| Phonecall16 | You can contact your family doctor (GP) and some local pharmacies to arrange an appointment. |
|  | To get more information about the flu vaccine use the links below.  [www.nhs.uk/fluvaccine](http://www.nhs.uk/fluvaccine)  [bit.ly/flu-easy-read](https://www.gov.uk/government/publications/flu-leaflet-for-people-with-learning-disability) |
|  | If you want to hear more about why it’s important to get your vaccine, you can watch these short videos.  Information about vaccines: For people with a learning disability and autistic people – YouTube – bit.ly/vaccine-info-video  Flu vaccinations for people with a learning disability - YouTube – bit.ly/flu-vaccinations-video |