

'Sample Letter'

1: Write to your child's Class Teacher or their Head of Year

Your Address
Your Address
Your Address
Your Postcode

Date

Name of your Child's Class Teacher/Head of Year
School Address
School Address
School Address
Postcode

Dear (Teacher's name)

I am writing to you with concerns for my son/daughter (child's name) who has told me about a number of incidents, which have taken place at school, that I feel are bullying by (name of individual/s involved).

I am writing to ask to arrange a meeting with you to discuss what has been happening and what the school will now do about this reported bullying.

As I am sure you can imagine, I am keen to meet with you within the next few days as there are concerns for my child's wellbeing.

I have asked (child's name) to keep a bullying diary to document everything that has happened so far and to record any further incidents that may occur. I have stressed to (child's name) the importance of keeping themselves safe, not to retaliate and to come and see you if any further incidents occur.

Please put a copy of this complaint on my son/daughter's records.

I look forward to hearing from you within the next few days and working with you to resolve this situation.

Yours sincerely

(sign your name)

(Print name)

Your email address
Your contact number/s