

'Sample Letter'

3: Write to Board of Governors of the School

Enclose a copy of your letter to the Class Teacher/Head of Year, a copy of your letter to the Head Teacher and any 'bullying diaries' your child may have written. Also enclose copies of any letters or correspondence from the school.

You can ask the school secretary for the name of the Chair of Governors. Also, it is wise to mark your envelope as 'Private and Confidential'.

Your Address
Your Address
Your Address
Your Postcode

Date

Name of Chair of Governors
School Address
School Address
School Address
Postcode

Dear (Name of Chair of Governors)

I met with (name of class teacher/head of year) on (date) and subsequently with both the (name of class teacher/head of year) and (name of Head Teacher) on (date) to discuss the bullying my son/daughter is experiencing at school.

I enclose copies of all my letters and correspondence with the school to date as well as copies of 'bullying diaries' which (name of child) has completed to detail each incident and the effects the bullying is having on him/her.

I still feel that this matter has not been satisfactorily resolved. You can see from the enclosed 'bullying diaries' how many incidents have happened and the effect this is having on my son/daughter's general health and wellbeing. It has now reached the point where I feel that I am putting my child in danger by sending him/her to school which is a matter of grave concern in terms of safeguarding.

I do not feel that the school is properly following the guidelines laid out in its anti-bullying policy (of which I have a copy) and I therefore write to you to request your intervention in this matter to ensure that this bullying is stopped as soon as possible.

I would be grateful if you could give the matter your urgent attention. If I do not hear back from you within two weeks I will escalate the matter further to the Local Education Authority.

Yours sincerely

(Sign your name)

(Print your name)

Your email address
Your contact number/s