

'Sample Letter'

2: Write to the Head Teacher (send a copy of the letter to the Chair of School Governors care of the school address)

Enclose a copy of your letter to the Class Teacher/Head of Year and any 'bullying diaries' your child may have written.

Your Address
Your Address
Your Address
Your Postcode

Date

Name of Head Teacher
School Address
School Address
School Address
Postcode

Dear (Name of Head Teacher)

I met with (name of class teacher/head of year) on (date) in relation to bullying incidents my child (name) has been experiencing. I had hoped after having that meeting that the matter would be addressed and resolved. However, this is not the case and I now have no option but to write to yourself to escalate the matter.

(child's name) is still reporting to me that there are incidents happening at school which are not being dealt with and are therefore causing further upset and distress.

(child's name) has kept a 'bullying diary' to evidence what has been happening and how that is making him/her feel. He/she is becoming increasingly (effects, e.g. withdrawn, frightened) and I am now extremely concerned for my son/daughter's wellbeing.

I would like to arrange a meeting with yourself and (Head of Year) as a matter of urgency.

Prior to that meeting, please ensure that I am sent a copy of the school's anti-bullying policy.

On the day of the meeting, I would like to see a copy of my son/daughter's school records to see what has been recorded. I would then like to discuss and put in place an action plan to ensure that the situation is going to be monitored towards an appropriate resolution.

I look forward to hearing from you within one week with a date for a meeting.

Yours sincerely

(Sign your name)

(Print your name)

Your email address

Your contact number/s