

'Sample Letter'

4: Write to the Local Education Authority (LEA)

Enclose copies of all your correspondence so far with the school, copies of any 'bullying diaries' your child may have written. Also enclose copies of any letters or correspondence you have received from the school.

Your Address
Your Address
Your Address
Your Postcode

Date

Education Welfare Department
Address
Address
Address
Postcode

Dear Sir/Madam

I am the parent of (name of child) who is in Year (year) at (name of school).

I have been trying to work with the school to resolve issues of bullying which my son/daughter has been experiencing since (date). I first wrote to the school on (date) and since then have had a number of meetings as well as writing a number of times to various members of staff and to the Board of Governors. I enclose copies of all correspondence as well as copies of the bullying diaries which my son/daughter has been completing as a record of the bullying incidents.

As you can see, I have asked the school on a number of occasions and given them every opportunity to resolve this situation but to date have not received a satisfactory conclusion to the matter.

I am therefore writing to you to request that a formal investigation is put in place in relation to my complaint. I would like a full written response following your investigation, detailing your findings.

I would also ask that you provide me with some information in relation to the anti-bullying statistics at the school; how many other complaints of bullying have been reported to you involving the same school? Please advise me if the Education Welfare Officer has been involved in any of the cases reported to you.

I would be grateful if you could give this matter your immediate attention to ensure my son/daughter's safety at school. I can be contacted at the address above or by email or telephone as below.

Yours faithfully

(Sign your name)

(Print your name)

Your email address

Your contact number/s