

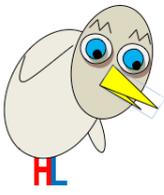
Bereavement Letters to Parents

For

Pupils and Staff

These letters are for guidance and should be adapted to meet the specific circumstances of the bereavement and the ethos of the school. Where schools are associated with particular faiths they may want to adapt the letters to reflect this though it is often best practice to keep letters secular.





Dear parents,

It is with great sadness that I must inform you that our teacher Mr/Mrs/Miss _____ died yesterday after a long illness.

I'm sure you will want to join us in expressing our deepest sympathy to his/her family at this difficult time. The family are planning to hold a memorial service and I will give you details when this has been arranged.

Yours sincerely,

Dear parents,

It is with great sadness that I am writing to inform you of the death of a pupil from our school. We learned this morning that {*Child's name*} has died after (a short illness / a tragic accident). Mr and Mrs _____ have told me that _____ died peacefully in hospital last night.

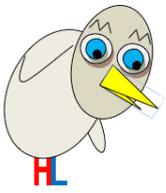
The pupils in school were told by their teachers this morning and lessons were suspended to allow them time for their individual and shared sorrow.

It is our intention, with Mr and Mrs _____'s permission to hold a celebration of life service on the same day as the funeral will be taking place, in order for the whole school to be part of this time.

I enclose a book list with one or two suggestions that might help you to help your child with their grief.

Yours sincerely,





Bereavement Letters to Inform Parents

Dear parents,

It is with much sadness that I am writing to inform you of the death of our pupil. {*Child's name*} died unexpectedly during the early hours of the morning.

I am sure you will join us in expressing condolences to his/her family at this time. We have told the children during the day, some of whom are experiencing some distress.

Yours sincerely,

