

INFORMING PARENTS OF A SUDDEN DEATH

LETTER TO PARENTS

Date:

Dear Parent

It is with great sadness that I have to tell you of the sudden death of _____ use caution if naming a pupil (a pupil in Year _____/a Year _____ Teacher). The pupils were told this morning by their Principal/class/form teacher.

_____ died of (an asthma attack, meningitis etc) and the pupils have been reassured this is something that does not happen very often. Your child may or may not want to talk about it but it is likely that he/she will need extra love and support from you in the days ahead. This does not mean that anything is wrong with him/her. It only means that this traumatic event has been too powerful for him/her to deal with on his/her own. He/she may be feeling anxious. Take time to listen to your child and try to provide a predictable routine for him/her at home. Avoid too many absences to start with.

We have enclosed an information leaflet for you which may be useful at this time.

Trained staff from the education and library boards' Critical Incident Response Team are helping to support us through this difficult time. It is sometimes necessary for a member of the team to speak to a class or to individual pupils who may be distressed. He/she will be guided by the Principal/class teacher in this. If you do not wish your child to receive such support from the team please contact us immediately.

We are deeply saddened by this great loss but are trying, for the pupils' sake, to keep the school environment as normal as possible. Our thoughts are with _____'s family at this tragic time and the school community sends them sincerest sympathy and support.

_____ 's funeral is on _____ at _____ am/pm at _____.

We are in touch with the family regarding their wishes for the school's representation at the Service.

If you require further clarification or have any concerns please do not hesitate to contact me.

Yours sincerely

PRINCIPAL