

ANNOUNCEMENTS TO PUPILS

ADVICE FOR TEACHERS

Remember announcements should be simple, straightforward and sincere. The following examples provide a suggested structure and are not intended to be adhered to rigidly. After the announcement pupils should be assured that they will have the opportunity to talk about the critical incident.

1. Fatality After A Road Traffic Accident

We are taking this time to think about _____, a Year 10 pupil who died last night in a road traffic accident. _____ was travelling with her family to _____ when the accident occurred. We do not know any further details about the accident at this time except that the rest of the family is safe.

_____’s funeral is being held at _____ on _____. A funeral is a special time to remember a person who has died. The school will let your families know about the funeral arrangements in a letter which will be sent home tomorrow.

Let’s take a moment of silence to think of _____, to remember all the good things about her and to say goodbye. In our silence we will express our loving thoughts.

2. After A Sudden Death

Sadly a tragedy has happened in our school community. _____, a Year 12 pupil has died suddenly. We want to respect the family’s need for privacy at this time but you will be given information about funeral arrangements as soon as possible.

This kind of tragic news is hard to accept. You may experience many feelings within the next few days. Everyone deals with loss differently and it is important to respect the way others grieve. We want to listen to your feelings and concerns so support staffs are available in _____. Feel free to arrange to go there and talk to someone.