

This can be used as a template by schools to be emailed, posted on the school social media site or given to the media. It may help to decrease the number of media calls and callers to the school.

In some instances it is not appropriate to provide names or information that might identify individuals.

This announcement will need to be changed based upon confidentiality issues, the wishes of the victim's family and the nature of the incident.

My name is (*EDIT*Name) and I am the Principal of (*EDIT*Name) School. We learned this morning of the death of (*EDIT*one of our students or Name of student). This is a terrible tragedy for the (*EDIT* Family Name) family(ies), our school and our community. We are deeply saddened by these events. Our sympathy and thoughts are with the (*EDIT* Family Name) family and friends.

(*EDIT*Name) was a (*EDIT* e.g. 5th year boy) and will be greatly missed by all who knew him/her.

We have been in contact with his/her parents and they have requested that we all understand their need for privacy at this difficult time.

Offers of support have been pouring in and are greatly appreciated. Our school have implemented our Critical Incident Management Plan.

Psychologists from the National Educational Psychological Service (NEPS) and (*EDIT*insert other information if relevant) have been with us all day supporting and advising teachers in their efforts to assist our students at this time.

The teachers have been helping students to deal with the tragic event.

The school has been open to parents, to support them and to offer them advice and guidance.

We would ask you to respect our privacy at this time.

Thank you.