

Dear Parents

The school has experienced (*\*EDIT\* the sudden death, accidental injury, etc.*) of Name of student(s). We are deeply saddened by the deaths/events.

(*\*EDIT\* Brief details of the incident, and in the event of a death, perhaps some positive remembrances of the person lost*).

Our thoughts are with (*\*EDIT\* family name*).

We have support structures in place to help your child cope with this tragedy. (*\*EDIT\* Elaborate*).

It is possible that your child may have some feelings and questions that he/she may like to discuss with you. It is important to give factual information that is appropriate to their age.

You can help your child by taking time to listen and by encouraging them to express their feelings. All children are different and will express their feelings in different ways. It is not uncommon for children to have difficulty concentrating or to be fearful, anxious, or irritable. They may become withdrawn, cry, complain of physical aches and pains, have difficulty sleeping or have nightmares. Some may not want to eat. These are generally short term reactions. Over the course of the days to come, please keep an eye on your child and allow him/her to express their feelings without criticism. Although classes will continue as usual, I anticipate that the next few days will be difficult for everyone.

(*\*EDIT\* Optional*) An information night for parents is planned for (*\*EDIT\* date, time and place*). At that time, further information about how to help children in grief will be given.

We have enclosed some information which you may find useful in helping your child through this difficult time.

Young people frequently turn to social media to see what others are saying, or to find out more. At these times it is important that you monitor their use and engage with them about what they read. We urge you to emphasise and reinforce the need to be extremely sensitive and careful about what they post.

If you would like advice you may contact the following people at the school. (*\*EDIT\* Details*).  
Principal's signature

Sincerely

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Principal's Signature