

Template letter/email for parents & carers – to ask a school to support a child who is being bullied.

Kidscape is here to help children and families. This template is designed to support parents & carers who wish to tell a school that a child is being bullied and ask the school to take action to keep the child safe. It is also designed for situations where the school is aware of the situation, but the bullying has still not stopped.

Purple text = please change or remove to accurately reflect your specific situation.

Yellow highlighted text = notes to parents & carers which should not be used in the final letter.

Your address

Your contact details

Name of school

School address

Date

Dear __name of class teacher / head of year / safeguarding lead / head teacher__ **{Top tip – read your school’s bullying, behaviour or safeguarding policy to find the best staff member to speak to},**

My child, __child’s name__, who is in class __class name__, in Year __year group__, has been bullied over a period of __x__ weeks/months.

The bullying has included verbal abuse, physical abuse, emotional abuse and online abuse. **{Read about types of bullying [here](#)}. I attach a list of the bullying incidents with details of what happened and the impact it had on my child [{see example bullying & school correspondence log here}](#).**

{Include if relevant} - The bullying has involved violence / assault / theft / sexual harassment / threats of harm and intimidation / inciting a child to harm themselves / hate crime in the form of prejudice against age, disability, gender reassignment, pregnancy, race, faith, sex, sexual orientation.

My child is exhibiting signs of depression/ anxiety/ low self-esteem/suicidal ideation / mental health difficulties / tummy aches / headaches / aggression / insomnia / fear of going to school which I believe is a direct result of the bullying.

{If you have contacted the school before} I attach a list of the discussions I have had with the school so far about the bullying, listing whom I have spoken to, when and whether it was through email, phone or in person {see example bullying & school correspondence log [here](#)}. I have also written down what actions the school has tried so far to stop the bullying and protect my child. However, no action has been taken / the bullying has not stopped / the bullying is getting worse / my child is becoming more isolated.

I understand that schools have a legal duty to keep my child safe from physical and mental harm, and to take action to prevent and stop bullying and harassment. The law says: {insert the most relevant sections from below if you live in England or Wales. If you live elsewhere, it may be useful to quote the relevant legislation for your location}

- In England and Wales, maintained schools must take 'all reasonable measures to ensure that risks of harm to children's welfare are minimised' and 'all appropriate action to address concerns about the welfare of a child' [Section 175, Education Act 2002].
- In England & Wales, 'Maintained schools must have measures to encourage good behaviour and prevent all forms of bullying amongst pupils.' [Section 89, The Education and Inspections Act 2006].
- In England, 'The proprietor of an Academy or other independent school is required to ensure that an effective anti-bullying strategy is drawn up and implemented.' [The Education (Independent School Standards) Regulations 2014].
- In England & Wales, The Equality Act 2010 requires all schools to act to prevent unlawful discrimination, harassment and victimisation against age, disability, gender reassignment, pregnancy, race, faith, sex and sexual orientation.
- In England & Wales, head teachers at state schools have legal powers to tackle bullying outside school premises such as on public transport or in a park [Section 90 and 91, The Education and Inspections Act 2006].

{Include if relevant} Also, the bullying is so severe that my child is suffering / is at risk of suffering from significant physical and / or mental harm, which makes it a child protection concern [Children Act 1989]. So please treat this matter as an urgent child safeguarding concern in line with the law.

I would like to meet with you as soon as possible to discuss the following / I would like a written response to this letter detailing the following: {Top tip - arranging a face-to-face meeting with the most relevant school staff members so that you can decide together what needs to be done to support your child is normally better than just requesting a written response; see our advice on meetings [here](#)}

1. What steps you will take to help keep my child safe.
2. What steps you will take to resolve the bullying situation.
3. What support and strategies are being put in place to make sure my child feels safe and supported, and to help their recovery from the incidents they have been experiencing.
4. An explanation of how you are following your school's anti-bullying / behaviour and safeguarding policies.
5. What improvements you plan to make to your policy and practice so that others do not have to suffer in the way that my child has suffered.

I request that the school writes down the key points from our discussion and all agreed actions. I also request that the school creates a written safety plan for my child consisting of the agreed actions and shares this with all relevant school staff, such as my child's teachers. I request that you also share all these documents with me as soon as possible after our meeting and add them to my child's educational records. {Top tip – don't just rely on others to take notes. Write down your own notes too. You can ask for permission to record the meeting on a phone or online (although such permission is not always given)}.

I am available on __dates__. I would like to bring my friend / adviser, __name__, with me.

I would very much like to work with you to agree the next steps to support my child and to ensure that they are not bullied in the future.

Yours sincerely

Your name