

## Appendix iii) Template letter to parents and carers - death of a pupil

Dear parents and carers

Your child's class teacher/form tutor/head teacher/head of year had the sad task of informing the pupils of the death of <Name>, a pupil in <Year>.

<Name> died suddenly/in hospital/after a short illness yesterday/last week/over the weekend/during half term.

He/She was a <valued/cherished/highly-regarded/well-liked/popular/friendly> member of the class/school community and will be missed by everyone who knew him/her.

When someone dies, young people may experience many different feelings, such as sadness or anger. Some pupils may feel shocked and upset by the news, while others may be confused or numb. These reactions are all normal.

We have tried to answer their questions in school, using age-appropriate and honest language. For more information about speaking to children and young people about death, visit the Child Bereavement UK website [childbereavementuk.org](http://childbereavementuk.org)

Our thoughts are with <Name's> family and friends at this time. We will be in touch with details of how our school will celebrate/remember <Name's> life.

Sign-off

Headteacher