

Appendix ii) Template letter to parents and carers

Dear

We are so very sorry to hear the sad news of **<Name's>** death. There are no words to express our sadness and we can only begin to imagine the anguish you must be going through.

As a school community, we will miss **<Name>** very much and we are doing our best to offer comfort and support to **<his/her>** friends, classmates and teachers. **<Name>** was a **<valued/cherished/highly-regarded/well-liked/popular/friendly>** member of our school family.

If we can do anything to help as you plan **<Name's>** funeral, please let us know.

We will continue to keep in touch and will support you in any way we can.

With sympathy