Example of letter to headteacher or member of Senior Management Team

Headteacher/ Member of SMT
School Name
Address line one
Address line two
Town
Postcode

Date

Dear [name of Headteacher/ Member of SMT],

RE: **[child's name and date of birth]**

My child, A, has been bullied over a period of… weeks/months by X, Y and Z.

The incidents complained of are as follows:
- [List the bullying incidents, including dates, times and locations]

I have spoken to A's class teacher on numerous occasions (listed below) and I am not satisfied with the way in which the matters have been dealt.
- [List the occasions on which the class teacher was spoken to]
- [Details of any medical problems associated with the bullying – both physical and mental – should also be included]

I should like you to undertake a full and thorough investigation of these bullying incidents. Please let me know what action you will be taking, both in relation to the bullying which has occurred and to ensure that my child is not bullied in the future.

Yours sincerely,

Your Signature

[Your name]

Example of a formal letter of complaint

Governing Body
School Name
Address line one
Address line two
Town
Postcode

Date

Dear Sir/Madam,

RE: [child's name and date of birth]

I wish to make a formal complaint.

My child, A, has been bullied over a period of… weeks/months by X, Y and Z.

The incidents complained of are as follows:
- [List the bullying incidents, including dates, times and locations]

I have spoken to A's class teacher and the Headteacher on numerous occasions. These are listed below:

- [List the occasions on which the class teacher and the Headteacher were spoken to]
- [Details of any medical problems associated with the bullying – both physical and mental –should also be included]

I should like a full and thorough investigation of these bullying incidents. Please let me know what action you will be taking, both in relation to the bullying which has occurred and to ensure that my child is not bullied in the future.

Yours sincerely,

[Your name]

anti-bullying alliance

Red Balloon
LEARNER CENTRES
For the recovery of bullied children