Sample letter to send to school if your child is being bullied

[**YOUR ADDRESS**]

[**NAME OF SCHOOL**

**ADDRESS**]

**DATE**

Dear (**name of teacher or head teacher**)

I believe my **son/daughter** is being bullied. This is upsetting **her/him** very much.

I would very much like to meet you to discuss what the school can do to stop the bullying.

(**If you have spoken to the school before**) I have spoken to the school about my child being bullied (**give name of person you spoke to and dates**) but no action has been taken/the bullying has not stopped/the bullying is getting worse. (**Use any of these points or add your own**.)

Please find attached a report of the bullying giving the details of what has happened.

I understand that the school has a duty of care towards my child and feel that the school is not following the law and/or guidance. To stop the bullying, I feel the school could... (**see** **‘What the school can do’ on page 19 of the guide**).

I would like a copy of my child’s school record. Please pass on this request to the chair of governors.

I would also like copies of the school’s behaviour, anti-bullying and special educational needs policy.

(**If the school is not doing what it must or should do, give details.**)

I am available for a meeting on (**give dates**).

I would like to bring a friend or adviser with me (**give name**).

Yours sincerely,

(**Your name**)