

(SAMPLE PARENT LETTER)
(TRAGIC ACCIDENT/INCIDENT)

Dear Parent(s)/Guardian:

It is with great sadness that we write to you. We know that the tragic accident/incident is affecting all of you in one way or another. This letter will help you know what is happening in our school, and where you can go for assistance for your child.

To help our faculty and students, a team from Irene Stacy Mental Health Center is working in our buildings for as long as we need them. Directed by (Name), this team of trained clinicians will help us meet with faculty and students to talk about their feelings and to provide support.

Here are some things that you may experience with your children. During a tragic situation, children may be more distracted or absent-minded than usual. Sleep and appetite may be disturbed. You may notice irritability, impatience, or anger. Fearfulness and anxiety are also common reactions. You know your children better than anyone else does, so you will be your child's best source of comfort. Give your child plenty of chances to talk with you about what has happened. Listening in itself can be very helpful. Try to protect your child -- especially younger children -- from specific details of the tragedy, including media reports and others' conversations.

During the next few days, you may feel the need to touch base with someone at (Name of School). The school number is 287-8721, Ext. _____. You may also call the Irene Stacy Mental Health Center 24 hours a day at 287-0791 or seek other private counseling.

We will keep you informed of our efforts to help your children and hope that you will let us know if there is any special way in which we can be supportive to you.

Sincerely,

Principal's Name
Principal