

Template letter to LEA

Name
Address
Town
Postcode

Date

Dear Head of LEA

I am the parent of **Jenny Smith** who is in **Yr 8J** at **Townhouse School**.

Unfortunately, **Jenny** has been experiencing dreadful incidents of bullying at the above named school for the past **7 months** and the school has been exceptionally poor at resolving this situation.

I enclose detailed copies of all emails, letters and telephone calls that I have had with **Jenny's** form tutor, head of year and head teacher and also copies of the bullying diary (link to diary) completed by **Jenny**. Despite all of this, **Jenny** continues to be bullied.

I have asked the school on a number of occasions the procedures they intend to introduce to resolve this situation and to help alleviate bullying in the school, but to date have not received a satisfactory reply.

I am writing to you to request that you begin a formal investigation into my complaint and write back to me with a report of your findings. You will see from **Jenny's** records, which I have requested copies of from the school, that despite my letters being responded to by teachers, the acts of bullying that I have brought to their attention have not been recorded.

Please can you tell me how many other complaints of bullying at this school you have received over the past year?

I would be grateful if you could give this matter your immediate attention to ensure **Jenny's** safety at school. I can be contacted at the address above or by calling 0123 456789.

Yours sincerely,

(signature)

Mrs Sue Smith, Parent of Jenny Smith