



**PHOENIX**  
PRIMARY SCHOOL

# **BEREAVEMENT POLICY**

**WRITTEN BY THE HEADTEACHER & THE 'HOLDING ON, LETTING GO' BEREAVEMENT CHARITY**

**REVIEWED SEPTEMBER 2020 – REVIEW DATE SEPTEMBER 2023**

A **Beyond** ACADEMY  
SCHOOLS TRUST



### **School Background:**

Phoenix Primary School is openly inclusive, welcoming all children from the whole community to a caring and happy environment where they can achieve to the very best of their abilities.

We believe that all children are unique, and we encourage them to develop their strengths and creativity as individuals. We emphasise the development of the whole learner physically, intellectually, emotionally and ethically

### **Rationale:**

Every 22 minutes in the UK a parent of dependent children dies, leaving about 41,000 bereaved children each year. Many more are bereaved of a grandparent, sibling, friend, or other significant person, and, sadly, around 12,000 children die in the UK each year.

Within our school community there will almost always be some recently bereaved children who are struggling with their own situation - or sometimes the entire school community is impacted by the death of a member of staff or a pupil.

We would hope not to encounter such circumstances, but the statistical inevitability of such an occurrence implies the necessity of having a Bereavement Policy in place in order that we might be proactive, rather than reactive, when responding to these sensitive situations.

Empathic understanding in the familiar and secure surroundings of school may be all the bereavement support some children - or staff - require, though referral to more specialist support should be a consideration where the impact of grief is more complex.

Additional information and resources can be accessed at [www.holdingonlettinggo.org.uk](http://www.holdingonlettinggo.org.uk)

### **Objectives:**

The core intentions of the policy are:

- To support pupils and/or staff before (where applicable), during, and after bereavement
- To enhance effective communication and clarify the pathway of support between school, family, and community.
- To identify key staff within school are fully aware of the pathway of support.

The Children Act 1989 aimed to ensure that the welfare of the child was paramount, working in partnership with parents to protect the child from harm. (<http://www.legislation.gov.uk/ukpga/1989/41/section/1>).

All intentions of this policy endorse that aim, as we endeavour to counter any adverse effects of bereavement and maintain pupils' emotional well-being.



### The role of the Governing Body

- To approve policy and ensure its implementation, to be reviewed in three years.

### The role of the Headteacher

- To monitor progress and liaise with external agencies.
- To respond to media enquiries.
- To be first point of contact for family/child concerned.
- To keep the governing body fully informed.
- To arrange bereavement support training and cascade learning to other staff members.

### The role of Pastoral Staff

- To have bereavement support training and cascade learning to other staff.
- To advise and support staff.
- To have knowledge of the referral pathways and identification of complex grief which may need to a referral of child or staff member for external bereavement support.

### Procedures:

1. Contact with the deceased's family should be established by The Head teacher and their wishes respected in communicating with others.
2. Factual information is essential to avoid rumour and confusion, whilst being sensitive to cultural and religious considerations.
3. Staff should be informed before pupils and be prepared (through prior training) to share information in age-appropriate ways, as agreed for each individual circumstance.
4. Pupils who are affected should be informed, preferably in small groups, by someone known to them.
5. A letter to all school families affected should be composed at the earliest opportunity and a decision made as to whom, and how, it should be distributed.
6. The school should be aware that the school timetable may need a degree of flexibility to accommodate the needs and wellbeing of children affected by the situation. However, minimal disruption to the timetable also offers a sense of security and familiarity.
7. Staff affected by the death will be offered ongoing support as appropriate, or school to organise debrief for staff with an external professional.



8. In consultation with the bereaved family, arrangements for funeral attendance may be clarified, with the consideration of full or partial school closure in some circumstances.
9. Where necessary a press statement should be prepared by the Headteacher
10. School should be aware that the impact of bereavement follows a child throughout their school life so information should be recorded and shared with relevant people, particularly at transition points. Also remembering important dates i.e. Father's day, Mother's day, anniversary of the death and the impact those dates can have on a child.



## Sample letter to bereaved parents:

Dear

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

Clearly, as a school community, we will miss him very much and we are doing our best to offer comfort and support to his friends and classmates. He was a much-loved member of our school family.

If we can do anything to help as you plan <Name>'s funeral service or other memorial opportunities, please let us know.

In time, we will also ensure that anything of <Name>'s that remains in school is returned to you, including photographs we may have on the school system.

Be assured that you are in our thoughts at this very sad time and do not hesitate to contact us if we can be of support in any way.

With sympathy,

Headteacher



## Suggested templates for letter to parents

Before sending a letter home to parents about the death of a pupil, permission must be gained from the child's parents.

The contents of the letter and the distribution list must be agreed by the parents and school

### Sample letter on death of a pupil:

Dear Parents

Your child's class teacher/form tutor/had the sad task of informing the children of the death of <Name>, a pupil in <Year>.

<Name> died from an illness called cancer. As you may be aware, many children who have cancer get better but sadly <Name> had been ill for a long time and died peacefully at home yesterday.

He/She was a very popular member of the class and will be missed by everyone who knew him/her.

When someone dies it is normal for their friends and family to experience lots of different feelings like sadness, anger, and confusion.

The children have been told that their teachers are willing to try to answer their questions at school but if there is anything more that you or your child needs to know, please do not hesitate to ring the school office and we would be more than happy to help you.

You may also find some very useful advice and resources online at [www.holdingonlettinggo.org.uk](http://www.holdingonlettinggo.org.uk) which is a local children & young people's bereavement service.

We will be arranging a memorial service in the school in the next few months as a means of celebrating <Name.. 's> life.

Yours sincerely

Headteacher



## Sample letter on death of a staff member:

Dear Parents/Carers

I am sorry to have to tell you that a much-loved member of our staff [name] has died.

The children were told today, and many will have been quite distressed at the news. No-one wants to see children sad, but we are very aware that factual information and emotional support are the best means of helping children deal with bereavement.

I am sure there will be many parents who are also saddened by the news. Children respond in different ways so may dip in and out of sadness, and questions, whilst alternately playing or participating in their usual activities, this is normal and healthy.

You may find your child has questions to ask which we will answer in an age appropriate way in school, but if you feel you would like more support and advice yourself, please do not hesitate to contact the school office.

You may also find some very useful advice and resources online at [www.holdingonlettinggo.org.uk](http://www.holdingonlettinggo.org.uk) which is a local children & young people's bereavement service.

We will share details of the funeral as soon as they are known. Depending on the bereaved family members personal wishes around if to open up to the service *Children who wish to attend*.

It is likely that school will be closed on the morning or afternoon of the funeral as staff will, of course, wish to pay their respects to a very popular colleague.

I am sorry to be the bearer of sad news, but I appreciate an occurrence like this impacts the whole school community. I am so grateful for the thriving partnership we have with parents and trust that we, together, will be able to guide and support the children through what may be, for many, a very new experience in their lives.

Yours faithfully

Headteacher

