



Bereavement Policy

November 2025



Grief has no timeline

www.teaguesbridgeprimary.org

Written on:	12 th September 2018
Reviewed	5 th November 2025
Next review	November 2027
Staff Responsibility	Mrs S. Abdulla
Governor responsibility	Stephen Reynolds

Bereavement Policy

School Background:

Teagues Bridge Primary School is openly, welcomes all children from the whole community to a caring and happy environment where they can achieve to the very best of their abilities. At Teagues Bridge 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 child is bereaved of a parent, making up some 24,000 a 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 likely to 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 to not 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 such as Barnardo's or B4L (Bridges 4 Learning). Additional information and resources can be accessed at www.childbereavement.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 and LA, and clarify 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.careandthelaw.org.uk/eng/b_section2). 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 head teacher

- To monitor progress and liaise with external agencies.
- To respond to media enquiries via LA (Local Authority – Media Team)
- To be first point of contact for family/child concerned.
- To keep the governing body fully informed

The role of the LA

- To advise and support staff. Consult on referral pathways and identification of complex grief.

The role of the inclusion mentor

- To have bereavement support training and cascade learning to other staff.

Procedures:

1. Contact with the deceased's family should be established by the head teacher and their wishes respected in communication with others. Factual information is essential to avoid rumour and confusion, whilst being sensitive to cultural and religious consideration.
2. 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.

3. Pupils who are affected should be informed, preferably in small groups, by someone known to them.
4. 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.
5. 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.
6. Staff affected by the death will be offered ongoing support as appropriate.
7. 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.
8. Where necessary a press statement should be prepared by the Head Teacher in consultation with LA Media Team.
9. 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.

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: page 6

Sample letter on death of a staff member: page 7

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.

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

Yours sincerely

Mrs S. Abdulla
Headteacher

Dear Parents,

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 or ask 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 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.childbereavement.org.uk

We will share details of the funeral as soon as they are known. Children who wish to attend will be welcome to do so, though it will not be compulsory. 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 very 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 sincerely,

Mrs S. Abdulla
Headteacher