



FORM 166-1	
Adopted	December 10, 2021
Last Revised	January 29, 2024
Review Date	January 29, 2029

SAMPLE LETTER #1 – DEATH OF A STUDENT
(on school letterhead)

Dear Families of Name of School:

We wish to extend our condolences to the surname family following the death of name of student. Name was a Grade ? student at our school; Name died on date. *(Possible additional sentence addressing the circumstances or facts of the accident or illness e.g., as a result of a car accident.)*

Many will remember Name of student as a student who add something that personalizes the letter e.g., a person who modeled ... or was passionate about

Child and youth workers, social service workers and social workers were in the school today to support students and staff. We can assure you that this support will continue to be available as long as it is needed. Students demonstrated tremendous empathy and care, recognizing that we are all connected and can help each other through sad times. Dealing with death affects each of us differently based on our relationship to the individual lost and/or our own personal history. I encourage you to discuss this with your child, as you feel appropriate.

Our collective thoughts are with the Surname family. Name of student will remain in the hearts and thoughts of the Name of School community.

If you have any questions or any concerns about how your child is dealing with this situation, please feel free to contact me at school phone number.

Sincerely,

Principal name,
Principal

Vice-principal name,
Vice-principal



FORM 166-2	
Adopted	December 10, 2021
Last Revised	January 2024
Review Date	January 2029

SAMPLE LETTER #2 – DEATH OF A STAFF MEMBER (OR VOLUNTEER)
(on school letterhead)

Dear Families of Name of School:

It is with great sadness that we inform our school community of the death of our teacher, educational assistant, custodian etc., Name of staff person, on date. Name of staff person has contributed significantly to our school community since _____. In addition, many will remember Name of staff person through _____. Name of staff person modeled _____ and had a passion for _____.

Child and Youth Workers, Social Service Workers and Social Workers were in the school today to support students and staff. We can assure you that this support will continue to be available as long as it is needed. Students demonstrated tremendous empathy and care, recognizing that we are all connected and can help each other through sad times. Dealing with death affects each of us differently based on our relationship to the individual lost and our own personal history. We encourage you to discuss this with your child as your feel appropriate.

Our collective thoughts are with the Surname family. Name of staff person will remain in the hearts and thoughts of the Name of School Community.

If you have any questions or any concerns about how your child may deal with this situation upon their return to school, please feel free to contact me at school phone number.

Sincerely,

Principal name,
Principal

Vice-principal name,
Vice-principal



FORM 166-3	
Adopted	December 10, 2021
Last Revised	January 2024
Review Date	January 2029

SAMPLE LETTER #3 – DEATH OF A PARENT/GUARDIAN
(on school letterhead)

Dear Families of students in Teacher's Name's class:

We wish to extend our condolences to Student's name and their family on the recent death of their (father/mother). Student's name is a Grade ? student in Teacher's name's class.

Teacher's name and the child and youth worker/social service worker/social worker CYWs/SSWs/SWs name, spoke with your child's class today about the feelings that some people may be having at this time and the importance of reaching out to an adult if they need help or support. The conversation also focused on how to be a good friend to name of student when they return to school. Throughout this support, students were respectful and showed empathy for the surname family. Dealing with death affects each of us differently based on our relationship to the individual lost and our own personal history. I encourage you to discuss this with your child as you feel appropriate.

Our collective thoughts are with the surname family. Please feel free to call me at school phone number if you have questions or concerns about how your child may be dealing with this situation

Sincerely,

Principal name,
Principal

Vice-principal name,
Vice-principal