

SAMPLE LETTER TO BE SENT HOME TO PARENTS/ GUARDIANS

Date

Dear Parents:

As many of you know by now, _____, one of our students, died this week as a result of her battle with cancer.

This has been a difficult time for our students, faculty and staff.

We met with students this morning, and counselors were available throughout the day to help our students, faculty, and staff cope with this terrible tragedy. We will continue to have counseling available to help our students in the coming days.

_____’s death brings up many questions for our students about life, death and grieving. This would be a good opportunity to share with your child your beliefs about death and dying and offer support in the midst of his or her grief. As you are aware, we are a small, close-knit community, and _____’s death impacts all of us, even those who may not have been close to him.

Your child may experience difficulty eating or sleeping. He or she may also experience nightmares and fears about personal safety. Likewise, your student may experience difficulty in concentration and be more sensitive than usual. These are normal effects of grief and should pass within a short while. If these symptoms are intense and last for a long period of time, please let us know.

The Amelia Center, a grief counseling center that is a department of Children’s Health System, is available to help with any questions you may have regarding the grief process. The Amelia Center offers individual and counseling and support groups at no charge to families. The Center’s telephone number is 251-3430 or you may visit the website at www.ameliacenter.org.

We will let you know about funeral or memorial service plans as they become available.

Sincerely,

Principal

About The Amelia Center

The Amelia Center is a comprehensive community grief-counseling center. The Amelia Center is a department of Children's Health System and is a United Way of Central Alabama partner. The Amelia Center provides individual and family grief counseling services at no charge to individuals. Our services also include loss-specific grief support groups, Critical Incident Stress Management response teams that serve schools throughout the state of Alabama when there has been a death, and we offer a variety of training and workshops in the area of bereavement and loss-related topics.

For additional information about The Amelia Center, please visit our website at www.ameliacenter.org or call our office at (205) 251-3430.