Dear Parents/Guardians,

We are writing to let you know of the recent and unexpected passing of the mother of one of your child’s classmates. [Name’s] mother passed away after a lengthy battle with a serious medical condition. Because this classmate is talking about [his/her] mother’s death at school, we believe that it is important for you as parents to know what the teachers are saying to the children. This may also be helpful to answer some of your questions of how to respond to your child if they ask you questions about this child’s mother or death in general.

To begin, it is important that you know we respect the fact that families have their own beliefs related to death. Our goal is not to explain religious or cultural beliefs. Parents best explain personal beliefs. Our goal is to provide simple explanations that do not raise undue anxiety for our students. Today, Mrs. [Name], our school counselor, visited with Mrs. [Name’s] class to have a conversation about how we can best support [Name] as a classroom and school community. All of the children showed a great deal of empathy and thoughtfulness for [Name] and [his/her] family and we are so proud of their maturity and ability to participate in such a difficult conversation. They did not ask many questions but did want to know how they could support their peer. We talked about making sympathy cards for [him/her] family, telling [Name] how sorry they were for [his/her] loss and other ways we could support [him/her]. We also talked about how just being a good friend and classmate during this difficult time might help to support [him/her].

As a school, we will send flowers to the family on behalf of our entire school community and we will continue to offer them support at this time of loss and grieving. If you have any questions, please feel free to call our School Counselor, your child’s teacher or myself.

Sincerely,

Principal School Adjustment Counselor