Dear Parent/Guardian,

 As you are aware, recent incidents of Terrorism in [Location] impacts our students and staff in many ways. I am writing to share with you the actions that we are taking at school to assure your student’s health and well-being as well as some things that you might consider in your home.

 Please be assured that the [Name] School has a safe schools plan in place and that the staff has undergone training to support this plan. Due to recent events, all schools in our district have been asked to review those protocols and follow them as directed. We work very closely with the [City/Town] Police and Fire Departments to make certain that we maintain a safe and secure school environment for your child. Our goal is to continue to provide a safe and nurturing school environment so that your students will continue to feel safe in school.

 In addition to physical safety, our teachers and staff have been asked to remain vigilant in identifying those students who might be struggling emotionally with the results of recent events. Our counseling staff will be available to help any student who may be having a difficult time processing this difficult information.

 Talking to children [young adults] about difficult topics can be challenging. Please keep in mind that children [young adults] need to be able to ask questions and to have an adult in their lives who will listen to their fears and worries. Keep your answers simple and factual. Tailor them to the needs (and developmental age) of your child. You may find yourself having to respond to the same question or concern more than once. Your consistent, calm response assures your child that you can be trusted and that the adults in [his/her] world will keep them safe.

 Finally, we ask that you monitor your child’s exposure to media related to this event very closely. Re-exposure to traumatic events can be troubling for a child [young adult]. As much as possible, try and maintain your normal routine at home, as we will be doing in school. Routine provides children [young adults] with a sense of security which is important in these troubling times.

 If you are concerned for your child’s reaction to these troubling events, please feel free to call us at [Phone].

Sincerely,