If the situation continues then send a second letter to the Headteacher.

[YOUR ADDRESS - STREET]

[YOUR ADDRESS - CITY]

[YOUR ADDRESS – POST CODE]

[HEAD TEACHER]

[SCHOOL ADDRESS]

Dear [NAME] [DATE]

I have written letters to [TEACHER NAME] concerning the bullying of my son [STUDENT NAME]. Despite meeting with [TEACHER NAME], the bullying is still going on. [STUDENT NAME] is becoming increasingly withdrawn and frightened and I am extremely concerned for his wellbeing. I would like to arrange a meeting with yourself and [TEACHER NAME] as a matter of urgency. On the day of the meeting, I would like to see a copy of [STUDENT NAME] school records to see what has been recorded. I would then like to discuss and put in place an action plan to ensure that the situation is going to be monitored towards an appropriate resolution. Can you also confirm whether you will be involving the family of [BULLY NAME], the child who is bullying [STUDENT NAME]?  Would it be possible for you to increase supervision at the time most of the bullying happens, at break time, in the corridors, in the changing room, and at lunchtime. Please put a copy of this complaint into [STUDENT NAME] file together with your written response.

Kind regards

[YOUR NAME]