If the bullying continues then write a letter to the Chair of the Board of Governors. You can get their name from the school office and send the letter to the school address.

[YOUR ADDRESS - STREET]

[YOUR ADDRESS - CITY]

[YOUR ADDRESS – POST CODE]

[CHAIR OF THE BOARD OF GOVERNORS NAME]

[SCHOOL ADDRESS]

*Board of Governors*

Dear [NAME] [DATE]

I met with [TEACHER NAME] and [HEAD TEACHER NAME] on [DATE] to discuss the bullying of my son [STUDENT NAME] who is attending [SCHOOL NAME], I enclose copies of all correspondence with the school as well as a copy of [STUDENT NAME] bullying diary which he has completed after each incident along with the effect the bullying is having on his mental health. It has now reached the point where I feel that I am putting [STUDENT NAME] in danger by sending him to school which is a matter of grave concern in terms of safeguarding. I do not feel that the school is following the guidelines laid out in its anti-bullying policy and I therefore write to you to request your intervention in this matter to ensure that this bullying is stopped as soon as possible If I do not hear back from you within two weeks, I will write to the Local Education Authority.

Kind regards

[YOUR NAME]