***Letters to Local Education Authority***

[YOUR ADDRESS - STREET]

[YOUR ADDRESS - CITY]

[YOUR ADDRESS – POST CODE]

[LOCAL AUTHORITY ADDRESS]

*Local Education Authority*

Dear Sir/Madam [DATE]

I am the parent of [STUDENT NAME] who is in year [NUMBER] at [SCHOOL NAME] and he has been experiencing bullying since [DATE].  I first wrote to the school on that day and have had several meetings as well as writing to the head teacher and the Board of Governors. I enclose copies of all correspondence as well as copies of the bullying diaries which my child has been completing after each bullying incident.  I have asked the school on several occasions to resolve this situation but to date have not received a satisfactory conclusion to the matter. I am therefore writing to you to request that a formal investigation is put in place in relation to my complaint. I would like a full written response following your investigation, detailing your findings. I would be grateful if you could give this matter your immediate attention to ensure [STUDENT NAME] safety at school.

Kind regards

[YOUR NAME]