LETTERS, RIGHTS AND COMPLAINTS | ENGLAND

Bullying Record and School Letter Pack

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A dated incident record and an editable letter pack for raising bullying concerns, including when disability-related bullying may be part of the picture.

Safety first. This is not a safeguarding reporting tool. If a child is at immediate risk, use the school's safeguarding route or emergency services.

Who this is for

Parents and carers who need to record and report bullying, including where SEND or disability may be relevant.

What is inside

- An incident log
- A model letter
- A follow-up sheet

Please read this first

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. It does not guarantee an assessment, plan, adjustment, payment or any other outcome. Check current official guidance (for example GOV.UK) and get individual advice from SENDIASS, IPSEA or a suitably qualified adviser when you need it.

Safety and records

Write down dates, what was said or done, who was present, the effect on your child, and what the school did. Keep other children's full names out of letters if you can, or follow the school's advice on that. If bullying may relate to disability, say so factually and ask how the school will respond. Get advice if you are not satisfied.

Incident log

Incident 1 — date, what happened, who was told, the effect, and the school's first response

Incident 2

Incident 3

Model letter

How to use this letter
Replace anything in [square brackets] with your own details. Delete lines that do not apply. Keep the letter factual and in your own words. This is a starting point, not a required form of words, and sending it does not guarantee a particular outcome.

Model wording (adapt this):

Dear [Headteacher / SENCO],

I am writing to raise concerns about bullying of [child's name], in [class]. The incidents I want you to investigate include: [dates and brief facts]. The effect on [child] has been: [effect].

I would like to know what the school will do to keep [child] safe, how this will be recorded, and how we will review it. [If relevant:] I believe disability or SEND may be relevant because [brief factual reason].

Please confirm receipt and when I will hear from you. Yours faithfully, [Name]

Anything I must add about safety or reasonable adjustments

Useful next steps and sources

Use what helped in this pack and leave the rest. You can come back to it when you need to. Live tools on mysendfriend.co.uk remain free, including Help Me Now, the SEND Letter Builder, the Reasonable Adjustments Builder, the DLA and PIP Claim Planners, and the free resources hub. Saving work to My SEND Plan is optional.

Where to check official or independent information

Guidance and benefit rules can change. Check the current official position, and get individual advice when you need it.

- GOV.UK: Children with special educational needs and disabilities (SEND)
- The SEND Code of Practice 2015 (England)
- The school's SEN information report and complaints policy
- Your local SENDIASS service
- IPSEA, for legally based information in England

A reminder about this free pack

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. Using it does not start a statutory process or guarantee a particular outcome. Adapt every page to your situation.

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