

Sample Letter – Accident / Student Injury - Injuries
(School Letterhead)

Date

Dear Parent / Guardian:

The safety and well-being of the students in our care is always a priority in Algonquin and Lakeshore Catholic District School Board. Therefore, communication with parent(s)/guardian(s) regarding issues of student safety is important. This letter will confirm that that on _____, your child's school bus # _____ was involved in a traffic incident at _____. (location / time)

Injuries were identified by Emergency Services Personnel at the incident site and following the ALCDSB protocol the students injured were transported to _____. (Hospital)
Parent(s)/Guardian(s) of these students were contacted immediately.

The remaining students, cleared by Emergency Services Personnel were transported to _____. Parent(s)/Guardian(s) of these students on the bus have been contacted.

Police are investigating this incident.

As always, please feel free to contact our office with any questions or concerns you might have.

Sincerely,

Name
Principal