

## Appendix 3

### Example of parent Letter

Dear .....,

Unfortunately, ..... had to be physically controlled today in order to prevent him/her from causing injury to himself/herself/others. .... was struggling to regulate his emotions following an incident. **Details of incident needed.** This was reason that the handling took place.

Our intervention procedures comply with the law (Education Act 1996 Section 550A). The incident has been logged and filed. It was checked that your child was not hurt and your child was seen by a First Aider to make sure all was ok.

This was distressing both for your child and the teacher involved. If we have not already done so, you will be contacted at home or by telephone as soon as possible.

Please contact me if you wish to discuss the incident further.

Yours sincerely

Headteacher

Assistant Headteacher for Inclusion