

Classroom Incident Reporting Procedures

Dear Families,

We are committed to ensuring a safe and supportive learning environment for all students. In the event of a classroom incident, we have established procedures to address and communicate these situations effectively. Please take a moment to review the following steps:

Incident Reporting Steps:

1. Incident Occurrence: If an incident occurs, it will be documented by the teacher or staff member involved.
2. Parent Notification: Parents will be notified within 24 hours of the incident via phone call or email.
3. Review and Investigation: The school administration will review the incident details and conduct an investigation if necessary.
4. Follow-Up Communication: A follow-up communication will be provided to families regarding the outcome of the investigation and any actions taken.

Contact Information:

If you have any questions or concerns regarding the incident reporting procedures, please feel free to reach out to us:

- Email: school@email.com
- Phone: (123) 456-7890

Thank you for your cooperation and support in maintaining a positive learning environment.

Sincerely,

[Your Name]
[Your Position]
[School Name]