

Sample Letter – Minor Accident / No 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 on _____, your child's school bus # _____ was involved in a traffic accident at _____ (location / time).

No apparent injuries were identified by Emergency Services Personnel at the incident site and following the ALCDSB protocol students were transported to _____. Parent(s)/Guardian(s) of students who were on the bus have been contacted.

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

Sincerely,

Name
Principal