

For School Use Only

Notes on the investigation in to the incidents

Pupils involved in the incident:

Pupil's Comment

Pupil's Comment

Comments from witnesses

Conclusion

- Bullying ()
- Other unkind incident ()
- Both sides equally responsible ()

If bullying, action taken

- Meeting with pupil's parents ()
- Pupil sanction ()

Sanctions:

- Other support/intervention for pupils

Outcomes discussed with parents completing the form YES/NO date.....

(Please note that this form will be kept as a school record)

Top tips for children

- The best way to deal with bullying at school is to tell your teacher or a teaching assistant immediately. Your teacher or the teaching assistant can then investigate the problem whilst it is still fresh in everyone's mind and establish the facts.
- Remember bullying can happen anywhere. If it happens outside school find an adult you trust who you can talk to.
- Childline is also there to help you.



You don't have to use this form to raise a concern

Please remember that you can make an appointment with your child's Class Teacher or the Headteacher if you would like to raise a concern in person rather than using this form.

Stoke Park Primary School
Romney Avenue
Bristol
BS7 9BY

Information for Parents



STOKE
PARK
SCHOOLS

What to do if you are concerned about bullying?

Tel: 0117 377 2840
Email: contactus@stokeparkschools.org.uk
Website: www.stokeparkschools.org.uk

Questions and answers about bullying

What is bullying?

Bullying behaviour is:

- deliberate
- repeated over time
- hurtful
- difficult to defend yourself against

What types of bullying are there?

1. **Physical** - When a person uses actions to bully such as hitting, kicking, tripping or pushing.

Repeated and intentional damage to someone's belongings is also physical bullying.

2. **Verbal** - Using negative words, repeatedly and intentionally to upset someone.

Examples of verbal bullying include name calling, insults, put downs or racist remarks.

3. **Social bullying** - Spreading rumours, repeatedly mimicking someone and deliberately excluding someone are all examples of social bullying behaviour.

4. **Cyber bullying** - This is when someone uses technology to verbally or socially bully you.

Cyber bullying can happen in chat rooms, through social networking sites, emails or mobile phones.

What behaviours are not bullying?

Other forms of hurtful behaviour are often mistaken for bullying. Upsetting and harmful things happen but not all of them are bullying.

Mutual arguments and disagreements

Falling out, arguments or disagreements are upsetting but they are not usually related to bullying.

Not liking someone

Not liking someone is not bullying unless a person deliberately and repeatedly tries to cause someone distress, exclude them or encourage others to dislike them.

One-off events

Single unkind acts hurt people and can cause great distress. However, these things are not examples of bullying unless someone is deliberately and repeatedly doing them to you.

Are you worried that your child may be being bullied?

If your child has been upset or hurt by another child at school, the 'Reporting Concerns' form may help you decide whether the problem is bullying or an unkind incident.

Completing the form will also give the school information to look carefully and accurately into the problem.

Please remember to be fair and just:

- The school has to listen to and consider the points made by both sides.
- The school makes decisions on the balance of evidence.

Reporting Concerns Form For Parents

Child's name:

Teacher:

Date of the incident:

Time:

What happened

• Did your child report this to a member of staff?
Yes/no If yes, who?.....

• Has this happened before? Yes/no
When?

• If yes, is the problem always with the same person? Yes/no

• How can the school improve the situation?

• Is the problem one sided? Yes/no

Please return this form to the school office for the attention of the Headteacher.

The Headteacher or Class Teacher will then investigate your concerns and be in contact with you.