



# مدرسة أيليت الانجليزية The Elite English School

## Bereavement Policy

**Introduction:** This policy outlines the guidelines and procedures to be followed in the event of the unfortunate passing of a member of staff or a student at The Elite English School. The purpose of this policy is to provide a framework for managing bereavement situations with empathy and sensitivity.

### Procedures:

#### 1. **Primary Point of Contact:**

- The Principal of The Elite English School will serve as the primary point of contact for the affected family upon a death occurrence.

#### 2. **Support Team:**

- The senior management team may enlist the support of the school counsellor, school clinic staff, department secretaries, and other pastoral staff to provide assistance and support to the bereaved.

#### 3. **Cultural Sensitivity:**

- If a funeral is planned for the deceased (in case of local arrangements), the school will respect and adhere to the family's cultural wishes. The family's preferences regarding school involvement will be honoured.

#### 4. **Flag Display:**

- The school flag will be flown at half-mast on the day of the funeral as a mark of respect.

#### 5. **Memorial Service:**

- The school, at the discretion of the principal, may organize a memorial service to allow a wider participation from the community. The bereaved family's wishes will be considered.

#### 6. **Communication and Support:**

- The senior management team will promptly contact the family to extend assistance and support as needed.
- The family's input will be sought regarding the extent to which the school community should be informed.

**7. Crisis File:**

- The senior management team will maintain an up-to-date crisis file at their residence, containing relevant contact information.

**Providing Pastoral Support:**

**1. Student and Staff Bereavement:**

- Appropriate pastoral support will be provided in the event of the death of a student or staff member.
- The school counsellor and other pastoral staff will offer counselling and comfort.

**2. Accessible Support:**

- Designated areas and timings for pastoral support will be communicated to the school community.
- The senior management team will determine the duration of pastoral support based on the circumstances.

**3. Media Involvement:**

- In case the media reports on the death, the senior management team will collaborate with the Principal to draft an official statement on behalf of the school.

**Continual Review:** This policy will be reviewed periodically to ensure its relevance and effectiveness in addressing bereavement situations within the school community.

By following this policy, we aim to provide compassionate support to our school community during difficult times while respecting cultural sensitivities and individual preferences.

**REVIEWED & UPDATED  
MARCH 2023**