Annex 18

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Press Release Sample

***(School’s Name)***

**Press Release on an Incident of Student’s Death**

The school was informed by the police/parent on (date) that a student of our school was found lying on the podium of his residential building last night. He was certified dead afterwards.

Our teachers and students were very much saddened by the news. The incident is currently under police investigation and it is inappropriate to make any speculation.

The school has activated the School Crisis Management Team. Class teachers made an announcement to students during the class period this morning. Teachers, school social workers/guidance personnel and educational psychologist have offered instant support to students in need to relieve their distress.

The school has also issued a letter to inform all parents about the incident and to invite them to keep in touch with us to facilitate the arrangement of timely assistance. They are also encouraged to pay attention to the emotional needs of their children in the coming weeks, show their care and comfort them. If you have any enquiry, please contact \_\_\_\_\_\_\_\_\_\_\_ (spokesperson), at \_\_\_\_\_\_\_\_\_\_\_ (tel. no.).

 School Principal

*(School’s Name)*