Approved by: Principal	Date: 30 January 2026

Last reviewed on:	Date: 26 January 2026

Next review due:	Date: 22 June 2026

#	Description of Changes	Rev. No	Date of Issue
1	First Issue	00	21 April 25

ICS Vision
The "School of Choice" inspiring, challenging and empowering a 21st century learning community through an ethical and innovative education system.

ICS Mission
Provide a safe, friendly learning environment where lifelong learners follow an international curriculum which promotes academic excellence and nurtures key values and competences in our global minded, future leaders.

Purpose

The ICS Bereavement Policy provides clear guidelines for offering emotional, academic, and practical support to staff and students experiencing the loss of a loved one. The policy ensures a compassionate and respectful response that aligns with or commitment to wellbeing and inclusion.

Scope

This policy applies to all ICS students, staff, and families. It outlines the procedures and responsibilities in responding to bereavement in a culturally sensitive and supportive manner.

Guiding Principles

- Grief is a personal experience that varies in expression and duration.
- All individuals should be treated with compassion, dignity, and respect during times of loss.
- ICS aims to create a safe and supportive school environment where students and staff can express grief.
- Communication must be handled with sensitivity, confidentiality, and care.

Definitions

- **Bereavement:** The experience of losing a loved one through death.
- **Grief:** The emotional response to loss, which may affect behavior, academic performance, and wellbeing.

Procedures for Student Bereavement

Notification

- Parents or guardians should notify the school as soon as possible.
- The Class Teacher and Counselor are informed immediately.
- A designated SLT member will make initial contact with the family to offer condolences and support.

Support Measures

- The School Counselor will meet with the student privately to assess their emotional needs.
- Adjustments may be made to workload, attendance, and academic expectations during the initial grieving period.
- Bereavement counseling or referrals may be offered as needed.

Reintegration

- A reintegration plan may be developed for the student including:
    - Flexible deadlines.
    - A "safe space" or designated staff member for emotional check-ins.
    - Peer or buddy support if appropriate.

Procedures for Staff Bereavement

Notification and Leave

- Staff should notify their line manager or HR representative as soon as possible.
- Compassionate leave of [3–5 working days] will be granted (as per ICS HR policy), with consideration for additional unpaid leave depending on the circumstances.

Support Measures

- Staff members will be offered:
    - Time and space for private grieving.

- Adjustments to workload or teaching timetable if necessary.
- Access to counseling support or Employee Assistance Programs (if available).

Returning to Work

- Upon return, the line manager should schedule a supportive check-in to discuss reintegration needs and well-being.
- Staff may request a temporary reduction in responsibilities or access to wellbeing accommodations.

In the Event of a Death Within the ICS Community

- A designated member of SLT will:
  - Notify staff through a formal internal communication.
  - Determine how and when students should be informed.
  - Lead a coordinated response, including counseling availability and optional remembrance activities.
- Sensitivity to cultural and religious customs will guide any memorials or acknowledgments.

Roles and Responsibilities

- **Principal / SLT:** Lead the school's bereavement response and ensure appropriate communication and support.
- **VP Pastoral, Social Worker's, Counselors:** Provide direct support to grieving students and staff.
- **Teachers:** Monitor student well-being, offer academic flexibility, and refer concerns to the Counselor or SLT.
- **HR Department:** Handle bereavement leave procedures for staff and maintain confidentiality.
- **Parents:** Inform the school of bereavement and collaborate on support plans.

Confidentiality and Sensitivity

All matters related to bereavement are handled with the utmost discretion and in accordance with safeguarding and privacy policies.

Review and Evaluation

This policy will be reviewed annually and updated as necessary to reflect best practices and community needs.