

Grade 10&11

SUGGESTED MODEL

To: The Principal

Atlanta College

RE: INCIDENT AT SCHOOL BUS STOP ON 20.03.20

The situation

On Tuesday afternoon, after school hours, a group of students from our school was waiting for the bus at the entrance of the school. There were also a few students from Monty College at the bus stop.

The cause of the clash

The bus was late because of the bad weather. When the bus arrived, all the pupils rushed to get in at the same time. A few of them slipped and fell down on the road. Soon, there was a clash between the pupils of our school and those from Monty College. They accused us of pushing them from behind. They even used foul words and hurled stones at us.

The situation worsened

Meanwhile, a few adults who were already in the bus got involved in the fight. In fact, they were the ex-students of Monty College. They blocked the doorway and did not allow us inside. One of them even showed us a small knife and threatened to beat us. Two others were urging the driver to start the bus, while most of our students were still standing outside in the rain.

Police intervention

Some people who live nearby tried to intervene into the matter. However, they were not able to do much. They had certainly noticed the bad behavior of the pupils at the bus stop. The clash ended when the police were called. The driver was requested to continue his way. Two boys of Form II Red were slightly injured. Three ex-students of Monty College were arrested.

Hence, Sir, I'm sure I have given you all the details regarding the incident to the best of my ability.

John Smith

20.03.20