

THE SCHOOL

16 November, 1999

REDACTED

Dear Mr YJ,

I write formally to inform you, and to reiterate to you, THE SCHOOL's clear and stated policy on a number of issues which have recently been brought to my attention.

First, there is, and never can be, **any** excuse or reason for any physical contact between you and a student. This includes any form of physical response or physical touching of a student – no matter what the reason or how well you know the student or family.

Second, you must never allow yourself to be alone at any time with a student. I counsel you that if you ever need to speak to a student, it must be done in the company of others and with the door to the room left open.

Whilst this clarification does not relate to a specific complaint, I must inform you that I have had a number of your colleagues express their concern to me about various instances of contact between you and some of your children to which they have been witness. This, therefore, is presented to you as a clear statement of the School's policy in regard to these matters.

The School cannot, and will not, support any staff member in breach of these guidelines and I caution you to take great care to ensure they are fully adhered to.

Yours faithfully,

YN

**Head of the Preparatory School**

THE SCHOOL