

LETTER TO SCHOOL COMMUNITY (ONE)

Date

Private & Confidential

Name
Address
Suburb Postcode

Dear ##

##name of teacher##

I write to advise you that **##name of teacher##** in our **##preparatory/high school##** has been charged by police. **##** is currently on personal leave, and not undertaking any duties at the School.

The circumstances of the matter are of great concern and regret to the Fellows of School Council and myself.

There are limits on what the School may say or report about this matter at this stage so as to not jeopardise the police prosecution process nor prejudice any of the persons immediately impacted by the matter. I will nevertheless endeavour to keep you informed of further developments to the extent it is practicable.

I want to reassure you that counselling and support is and will continue to be available to any member of our extended community affected by this matter. Should any member of our community have any queries, I am available to meet with them or to discuss the issue.

Yours sincerely

##**##**