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**CLASS SPECIFIC LETTER (TWO)**

Date

**Private & Confidential**Name  
Address  
Suburb Postcode

Dear ##

**##name of teacher##**

I write again to keep you informed of various developments as they pertain to matters concerning ##name of teacher##.

The police are continuing their investigations the matter. The School is fully cooperating with tat process.

[##insert any relevant updates about the matter##]

##replacement teacher name## as the replacement classroom teacher has through his/her experience and high professional standards, ensured that the disruption to the class has been minimised. ##replacement teacher name##'s significant classroom experience will be brought to bear in all aspects of the classes' learning program, including the writing of end of year reports.

I wish to reinforce what I have previously stated. If any student or family member is in need of counselling, the School will provide the name of a qualified counsellor and a counselling session can be arranged at the School's expense.

It is important that we, as a School community, protect the privacy and support the wellbeing of our students during this time. Should any member of our community have further questions pertaining to this matter, I am available to meet with you or to discuss this issue. My overriding obligation and priority, and that of our School, remains the welfare and needs of our School community.

Yours sincerely

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