

30/11/2007 CC Mhs.

Case Reference No: 1438

28 November 2007

**Private & Confidential**

Stephen Meek  
Principal  
Geelong Grammar School  
50 Biddlecombe Avenue  
CORIO VIC 3214



Dear Mr Meek,

**Action taken re Stefan Janse Van Vuuren  
REQUEST FOR FURTHER INFORMATION**

By letter dated 14 November 2007, you informed the Victorian Institute of Teaching ('the Institute') that you had taken action against Stefan Janse Van Vuuren, a registered teacher.

Section 2.6.31(2) of the *Education & Training Reform Act 2006* authorises the Institute to request that an employer provide relevant information to enable it to conduct an inquiry. The Institute requests that you supply the following information to assist with an inquiry:

1. The nature and detail of the allegation of serious misconduct/serious incompetence/lack of fitness to teach against Stephanus Janse Van Vuuren;
2. Copies of any statements taken from witnesses and Stephanus Janse Van Vuuren in relation to the allegation(s);
3. Copies of any reports compiled in relation to the allegation(s);
4. Copies of the disciplinary proceedings followed by you in investigating the allegation(s); and
5. Copies of any other documents, papers or notes that you believe would assist the Institute in this matter.

Please note that Mr Janse Van Vuuren will be advised that the Institute may conduct an inquiry into his alleged serious misconduct/serious incompetence/lack of fitness. The Institute is obliged to provide to Mr Janse Van Vuuren copies of the documents and records that you supply to us, if the Institute decides to conduct an inquiry. If any of the documents are particularly sensitive, the Institute can release copies of the documents in a form that deletes the sensitive information.

Once the Institute has received the further information from you it will make a decision on whether it will conduct an inquiry into the allegations against Mr Janse Van Vuuren. The Institute will notify you of this decision in writing as soon as possible. If criminal proceedings are instituted, any Institute inquiry will be deferred pending the outcome of the criminal proceedings, as notified to the Institute by Victoria Police.

*not enclosed.*

For your information, I have enclosed a pamphlet entitled, *Employers: If you take action against a registered teacher.*

Thank you for your diligence in notifying this matter to the Institute and your cooperation with the Institute's disciplinary process.

Should you have any questions, I can be contacted via the administrative officer, Vicky, on (03) 8601 5866.

Yours sincerely,



Annabel Haslam  
Manager, Inquiries & Litigation  
Victorian Institute of Teaching