

"BB7"

Public School 1

Tuesday 7th December 2011

Dear Mr and Mrs [REDACTED]

This letter is to inform you that I have today suspended your son, AH from Public School 1 consistent with the procedures of the Department of Education and Training for suspension and this school's discipline code.

Suspension allows students time to reflect on their behaviour, to acknowledge and accept responsibility for the behaviours which led to the suspension and to accept responsibility for changing their behaviour to meet the school's expectations in the future. It also allows us time to plan appropriate support for AH to assist with a successful return.

AH has been suspended for Continued Aggressive Behaviour which has involved him kicking and threatening other students. He has been suspended for 2 school days, starting from 08/12/11 and the last day being 09/12/11.

As a result of your child's suspension, both you and I are required to do certain things.

I will:

- seek your assistance and work with you in an attempt to resolve the matter
- hold a meeting with you at the earliest possible time to discuss how the matter might be resolved (I suggest before school on Monday 12th December 2011)
- arrange an interpreter for you if necessary
- provide you with a copy of the school discipline code and the Department's suspension and expulsion procedures (*attached*).

You are expected to:

- assist me in resolving the matter
- contact my office as soon as possible to arrange a time to discuss how the matter might be resolved (Monday 12th December 2011 if that suits)
- let me know if you require an interpreter
- arrange a support person to accompany you to the meeting if you wish
- be responsible for the supervision, care and safety of your child while on suspension
- ensure that your child does not enter onto school grounds without my permission, except to attend the resolution meeting.

The school expects that AH will continue with his studies while suspended and to that end [REDACTED] will provide some work for him to complete over the next 2 days.

If you consider that correct procedures have not been followed in this case or that an unfair decision has been made, you may appeal. You may wish to contact the [REDACTED] regional office on [REDACTED] to discuss the appeal procedures. If you need an interpreter to assist you to contact the school or the regional office, call the Telephone Interpreter Service on telephone number 131 450, ask for the language you need and they will telephone for you. You will not be charged for this service.

Yours sincerely

BB
Principal

[REDACTED]