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FROM : THE SCHOOL

FAX NO. : REDACTED

Nov. 03 2004 01:26PM P1

THE SCHOOL

Record of Head of Prep Meeting with YJ
Year 5 Classroom Teacher
22 February 2001

YK met with YJ to express concern over YJ degree of familiarity with some students, which is being perceived by some colleagues in the workplace. Mr YK was expressing this concern in his capacity as Head of the Preparatory School: in his welfare role for the children and also the staff member. It was pointed out to YJ that for his own protection that he should be extremely careful in his dealings with students. YJ articulated that he was aware of these types of perceptions and that teaching to him was a vocation and he has always dealt with students in a tactile manner.

YK did express concern that for YJ's own sake he needs to be extremely careful as to how he relates with students.

Dear YJ

I do need to point out that the School will not, and cannot, support any staff member in breach of stated guidelines, which are articulated below and endorsed by the Headmaster.

THE SCHOOL's stated policy: 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 the family. You must never allow yourself to be alone at any time with a student. If you need to speak to a student, it must be done in the company of others and with the door left open.

I remind you of this policy for your own welfare and in my capacity as Head of the Preparatory School.

YK

YJ

should not agree to sign this form.

HEAD OF THE PREPARATORY SCHOOL

YJ

YEAR 5 TEACHER

22 February 2001

Date: _____

THE SCHOOL