

WD -14

THE SCHOOL

PRIVATE &  
CONFIDENTIAL

10<sup>th</sup> November, 2004

*From the Headmaster*



YJ  
Preparatory School Staff  
THE SCHOOL

Dear YJ

I am writing to formalise the discussion that was had this morning in my office in the presence of YK

This letter forms the purpose of reiterating the substance of our discussion so that there can be no ambiguity as to my expectations of your professional behaviour as a member of the teaching staff in the Preparatory School.

We discussed the fact that two of your peers, who have asked that they remain anonymous, reported to me and to YK that they had since the closing weeks of the third academic term seen you with your arm around the shoulder of a child and on one occasion seen you with a boy sitting on your knee whilst you were working at a computer terminal. You conceded that you are a naturally affectionate person and that these events may well have occurred but that there was no inappropriate or malicious intent in your actions. You also pointed out that you did not invite the boy in question to sit on your knee, rather the boy took the initiative to do so himself. Be that as it may, during the course of our discussion, I made it clear that touching a child in any way is completely unacceptable and professionally inappropriate, and I further suggested that the correct response to such a situation would have been for you to disallow the child from sitting on your knee. You are after all the responsible adult in this situation and as your Headmaster I would expect that you make sound judgements appropriate to the situation. My primary and overriding concern is for the safety and welfare of the children in our care, but I am also concerned about your own professional standing and the good name of this School.

YJ should there be further evidence of this kind of inappropriate and unprofessional behaviour being repeated in the future, then you will leave me with no alternative but to pursue your dismissal from this School. My formal warning in this regard has been issued because this is not the first time that these concerns have been formally brought to your attention. The then Head of the Preparatory School, YN wrote to you about a similar matter after concerns were raised in a letter dated 15 November 1999. Another letter dealing with a similar occurrence was given to you by the current Head of the Preparatory School, YK dated 22 February 2001. From this School's perspective therefore, and counting this letter as the third and final warning, you must immediately modify your behaviour in this regard in the way that has been outlined to you both verbally and in writing. Your failure to do so will leave me with no alternative but to act in the way stated.

I wish to note that you decided to decline the School's offer for some personal counselling support.

WD

HEADMASTER

10<sup>th</sup> November 2004

YJ

Year 4 Teacher

Date: \_\_\_\_\_

THE SCHOOL