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THE SCHOOL

8 September 2009

Name  
Address  
Suburb Postcode

Dear

It is with sadness that I have to tell you that Mr <sup>YJ</sup>, a teacher in our Preparatory School, has been charged by police with several offences concerning a former pupil. Mr <sup>YJ</sup> who had been placed on personal leave, will now in fact not be returning to the School.

Whilst the proper judicial process must still determine the validity of the charges, the circumstances of the matter are of great concern to the Fellows of School Council and myself. I want to reassure you that counselling and support is and will continue to be provided to any member of our extended community affected by this matter.

I am writing to you because I want you to receive the facts first-hand from me rather than through any possible media exposure.

Yours sincerely

WD

**HEADMASTER**

THE SCHOOL