

## Short suspension

School name

School telephone number

Name of suspended student

Dear

This is to inform you that I have today suspended your child, whose name appears above, from this school, consistent with the procedures of the Department of Education and Communities for suspension and this school's discipline code.

Suspension allows time for the issues that have led to this action to be explored and resolved. It also provides time for the school to plan appropriate support for your child to assist with a successful and safe return to school.

Your child has been suspended for the following reasons:

The total number of school days your child will be suspended for is

The inclusive dates for the suspension are shown below.

First date of suspension

Last date of suspension

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
- ❖ 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*).

## Letter 1 - Short suspension

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
- ❖ 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 your child will continue to study while suspended.

If you consider that correct procedures have not been followed in this case or that an unfair decision has been made, you may appeal in accordance with the procedures. You may wish to contact the local Department of Education and Communities office to discuss the appeal procedures. The phone number of the local Department of Education and Communities office is:

If you need an interpreter to assist you to contact the school or the local Department of Education and Communities office please call the Telephone Interpreter Service on 131 450 and ask for an interpreter in your language. The operator will get an interpreter on the line to assist you with your conversation. You will not be charged for this service.

Yours sincerely

**Principal's signature**

Date