

## Formal caution to suspend

### Using the telephone interpreter service to contact the school

Name of student

Dear parent/carer

The attached letter outlines the details of the Formal caution to suspend that I have issued to your child in accordance with the NSW Department of Education Student Behaviour Policy and the Suspension and Expulsion procedures.

The letter invites you to a meeting to discuss this formal caution of suspension so we can work together to plan support for your child. If you have difficulty understanding the attached letter please contact the school so that we can explain.

You are asked to respond to the receipt of the Formal caution to suspend. A separate form is attached for this purpose. Attached also is information on what you need to know if your child gets a formal caution.

If you need interpreter assistance when contacting the school, please call 131 450 and ask for an interpreter in your language. Tell the operator the phone number you want to call, and they will get an interpreter on the line to help you with your conversation. You will not be charged for this service.

Name of Principal

Principal's phone number

## Formal caution to suspend - Parent/carer response

**Please return this form to the email address listed below or to the school office**

Name of student \_\_\_\_\_

School email address for return of response \_\_\_\_\_

### **Parent/carer to complete the details below in English**

I have noted the formal caution to suspend and discussed it with my child.

I will meet with the school to develop a plan to support my child.

Optional - I will bring a support person to attend the meeting with me.

Optional - I will need an interpreter at the meeting.

Name of parent/carer (please print) \_\_\_\_\_

Signature of parent/carer \_\_\_\_\_ Date \_\_\_\_\_

Parent/carer to provide details of preferred contact method e.g. mobile number, email address

My preferred contact method is: \_\_\_\_\_

My contact details are: \_\_\_\_\_