

Notice of suspension

Using the telephone interpreter service to contact the school

Name of student

Dear parent/carer

The attached letter outlines the details of the Notice of suspension 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 attend a resolution meeting to discuss the suspension and to plan for support when your child returns to school. When the school contacts you, please let us know if you need an interpreter at the meeting and we will arrange it. If you have difficulty understanding the attached letter please contact the school so that we can explain.

Attached is information on what you need to know if your child is suspended.

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