

Notice of potential expulsion - unsatisfactory participation in learning for students aged 17 years and over

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 potential expulsion -unsatisfactory participation 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 formal meeting to discuss this matter before any decision to expel is made. 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.

You are asked to respond to the receipt of the Notice of potential expulsion -unsatisfactory participation. A separate form is attached for this purpose. Attached also is information on what you need to know if your child is expelled.

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

Notice of potential expulsion -unsatisfactory participation in learning for students aged 17 years and over - 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 discussed this matter with my child and have noted the notice of potential expulsion for unsatisfactory participation.

I will meet with the school as soon as possible to discuss this matter.

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: _____