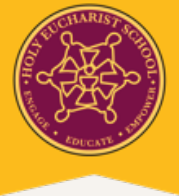


# Notice of Suspension of Students



Holy Eucharist School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

## Sample letter to parents



### Holy Eucharist Catholic Primary School

1a Oleander Drive, St Albans South. VIC 3021

Phone: 8312 0900 Fax: 9366 8192

[www.hestalbandsst.catholic.edu.au](http://www.hestalbandsst.catholic.edu.au)



[Date]

Dear [parent/guardian/carer/relevant person]

Following your conversation with [name, title], this letter is written confirmation in relation to the student behaviour matter concerning [student name].

Based on the behaviour demonstrated by [student name], it has been deemed necessary that a period of [number of days] days suspension occur. The suspension will be from [first day] until [last day] inclusive.

As outlined in previous discussions, the reason for the suspension is as follows: \_\_\_\_\_

\_\_\_\_\_

The school has implemented the following steps/actions to support [student name] in demonstrating positive behaviour: \_\_\_\_\_

\_\_\_\_\_

As the suspension has been issued for three days or less, learning material and support will be provided for [student name] in the following manner: \_\_\_\_\_

\_\_\_\_\_

As the suspension has been issued for more than three days, the school will provide [student name] with a *Student Absence Learning Plan*.

Prior to [student name] returning to school, you are requested to attend a meeting to discuss this matter and other issues related to the wellbeing of [student name].

Meeting details are as follows:

Staff member:

Date:

Time:

If the suspension has been for more than three days, part of this meeting will involve the development of a *Return to School Plan*.

Pastoral and legal responsibilities for [student name] during the period of suspension will rest with you as parent/guardian/carer/relevant person.

If the proposed meeting time is not suitable, please contact [contact person] to arrange an alternative time.

Yours sincerely

Principal or Delegate