

HOLY EUCHARIST SCHOOL

Notice of Negotiated Transfer 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

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[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 appropriate that a process of negotiated transfer to another school or alternative setting take place to further support [student name]'s educational and wellbeing outcomes.

As outlined in previous discussions, the reason for the negotiated transfer is: _____

Following consultation and further investigation, an alternative [school/setting] has been identified:

Name of school/setting:
Date of commencement:
Contact person and details:
Any additional information:

To maintain the continuity of [student name]'s educational program during the process of negotiated transfer, learning materials will be provided in the following manner: _____

Despite the circumstances that have led to the negotiated transfer, I wish [student name] every success with their new [school/setting] and future educational and employment pathways.

Yours sincerely

Principal