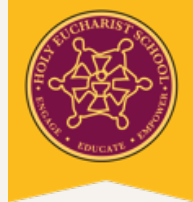


HOLY EUCHARIST SCHOOL

Notice of Expulsion of Students



[School name] 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

Insert school letterhead

[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], and through a thorough process of investigation and deliberation, I have determined that it is appropriate under the circumstances to withdraw [student name]'s enrolment from [School name].

As outlined in previous discussions, the decision to pursue expulsion at this time is based on the following:

Ground/s for expulsion:

Reason/s for expulsion:

The expulsion is effective as of [date].

[School name] wishes to continue offering its support for [student name] and would like to do so by helping to arrange enrolment at another school or alternative setting, or to assist with appropriate vocational pathways. Further dialogue can be had with [name, title] to achieve this.

For your information, you and [student name] have the right to appeal this expulsion if you are unsatisfied with the decision or the process undertaken. Further details may be found in *Expulsion of Students: Information for Parents/Guardians/Carers/Relevant Persons*, together with *Expulsion of Students Appeal Information and Form*. These documents are included with this letter.

Despite the circumstances that have led to the expulsion, I wish [student name] every success in future educational and employment pathways.

Yours sincerely

Principal