

Notice of Suspension of Students



Corpus Christi 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



St Andrew's Parish
CORPUS CHRISTI 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 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