Date

# [Type sidebar title]

[Type the sidebar content. A sidebar is a standalone supplement to the main document. It is often aligned on the left or right of the page, or located at the top or bottom. Use the Drawing Tools tab to change the formatting of the sidebar text box.]

Student name

c/o Parent name

Address Line 1

SUBURB QLD 4XXX

Dear Student first name

**RE: PROPOSED EXCLUSION FROM SCHOOL NAME**

I have been given information that you may have behaved in a way that is so serious that I may need to exclude you permanently/for length of time from School name.

I have made the decision to suspend you from School name pending my final decision about excluding you from the school. I will make my final decision within 20 school days of giving you this letter. Your suspension pending exclusion started on day month year when I told you about the suspension.

During your suspension you must not attend any state school or school activity. I have made this decision under section 293 of the *Education (General Provisions) Act* 2006.

In reaching this decision I have given proper consideration to relevant human rights, including your right to education, and consider that my decision is compatible with human rights.

**Grounds**

I am proposing to exclude you on the following grounds:

* persistent disobedience
* misbehaviour
* conduct that adversely affects, or is likely to adversely affect, other students
* conduct that adversely affects, or is likely to adversely affect, the good order and management of the school
* your attendance at the school poses an unacceptable risk to the safety or wellbeing of other students or staff of the schools
* you have been convicted of an offence and I am considering whether  it would be in the best interests of other students or staff for you to continue to be enrolled at the school.

**Material facts and evidence**

I have listed the material facts and evidence I used to make this decision in **Attachment 1**. I have also attached a copy of the documents I have used. Some parts are blacked out to protect the privacy of others. If you want to provide relevant additional information that you would like me to consider in making my decision or respond further to the allegations made, please provide these to me by day month year.

**My reasons**

My reasons for proposing your exclusion are:

Accordingly, it is my preliminary view that I exclude you from School name.

**Your education while suspended**

Your regional case manager, Regional case manager name, Region name will work with you to arrange ways for you to continue your education while you are suspended. He/she can be contacted on telephone number.

If you need help to understand the reasons for the decision, please ask your parent or Regional case manager name to discuss this with you.

Yours sincerely

**Principal name**

**Principal**

**School name**

Enc: Attachment 1: Material facts and evidence supporting the decision

Deidentified copy of documents used to make decision

**Attachment 1: Material facts and evidence supporting the decision**

**Evidence or other material supporting the facts**

* Chapter 12, Part 3, Division 3 of the Act
* Departmental procedure: *Student discipline*

**Material facts relied on to make the decision**

Date

# [Type sidebar title]

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Parent Name

Address Line 1

SUBURB QLD 4XXX

Dear Title Parent surname

**RE: PROPOSED EXCLUSION FROM SCHOOL NAME**

Please find attached a copy of the letter sent to Student name concerning the decision to immediately suspend him/her and propose his/her exclusion permanently/for length of time from School name.

My reasons for proposing Student first name’s exclusion and information about support in continuing his/her education are outlined in the attached letter to Student first name.

If you want to provide relevant additional information that you would like me to consider in making my decision or respond further to the allegations made, please provide these to me within five school days.

If you want to discuss my decision you may like to contact me on school telephone number.

Yours sincerely

**Principal name**

**Principal**

**School name**

Enc: Copy of notification letter sent to student