Student Full Name

C/o Mr/Mrs/Ms/Miss Parent Full Name

# Street

SUBURB QLD 4###

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 you may need to be excluded permanently/until date in full from School Name.

**My decision**

I have considered your behaviour and I have decided to suspend you from School Name pending a final decision about exclusion. I have made this decision in accordance with section 293 of the *Education (General Provisions) Act* 2006 (the Act).

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.

In considering this matter, I have decided that it would be more appropriate for the Director-General, Department of Education (or their delegate) to make the final decision about your permanent exclusion as per section 297 of the Act.

The Director-General (or their delegate) will make their final decision on your proposed exclusion within 20 school days of giving you this notice. Your suspension pending exclusion started on day month year when you were told about the suspension. You must not attend any state school or school activity for the length of your suspension. During the suspension your parent is responsible for you.

**Grounds**

I am reasonably satisfied that your behaviour constitutes a ground for exclusion, namely:

* persistent disobedience (section 292(1)(a))
* misbehaviour (section 292(1)(b))
* conduct that adversely affects, or is likely to adversely affect, other students (section 292(1)(c))
* conduct that adversely affects, or is likely to adversely affect, the good order and management of the school (section 292(1)(d))
* your attendance at the school poses an unacceptable risk to the safety or wellbeing of other students or staff (section 292(1)(e))
* you have been convicted of an offence and I am reasonably satisfied it would not be in the best interests of other students or staff for you to be enrolled at the school (section 292(2))

**Material facts, evidence and other material**

I have listed the evidence and other material I used in forming this preliminary view in **Attachment 1**.

I have outlined your individual circumstances and listed the material facts relied on to make this preliminary view in **Attachment 2**.

**Reasons for my decision**

* I have formed the preliminary view that on date of incident you engaged in conduct that amounts to insert relevant ground(s) from list above.
* Given the serious nature of your conduct on date and your behavioural history while enrolled at the school, it is my preliminary view that suspension alone is inadequate to deal with your disobedience, misbehaviour, conduct or risk.
* Therefore, it is my preliminary view that I should exclude you permanently/until date in full from School Name.
* Given insert reason why you are not making this decision I have decided that it is appropriate that the Director-General (or their delegate) make this decision.

**Your education while suspended**

Mr/Mrs/Ms/Miss Regional Case Manager Full name # Region has been assigned as your regional case manager to assist and support you to access an educational program while you are suspended. I encourage you to contact Mr/Mrs/Ms/Miss Regional Case Manager Surname on (07) #### ####.

**Additional information**

If you would like to provide relevant additional information for the Director-General (or their delegate) to consider in making their decision or respond further to the allegations made, please provide these to the Director-General (or their delegate) **within five school days** of receiving this notice.

Information can be provided to:

**Postal address:** **Email address:**

Director-General Behaviour.Central@qed.qld.gov.au  
Department of Education   
PO Box 15033

CITY EAST QLD 4002

**Questions about this proposed decision**

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

Yours sincerely

**PRINCIPAL NAME**

**Principal**

**School Name**

/ /

Enc: Attachment 1: Evidence and other material supporting the decision

Attachment 2: Individual circumstances and material facts

**Attachment 1: Evidence and other material supporting the decision**

**Preliminary evidence or other material supporting the facts**

* Chapter 12, Part 3, Division 3 of the *Education (General Provisions) Act 2006* (the Act).
* Departmental procedure: *Student discipline.*
* *Human Rights Act 2019* (Qld).
* School Name’s *Student Code of Conduct.*
* Your *OneSchool Enrolment History.*
* Your *OneSchool Student Profile* dated date in full to date in full.
* Statements of Students A and B dated XXX.
* Statement of Staff Member A dated XXX.
* Your own statement dated XXX.
* CCTV/film footage taken on XXXX by a camera/phone overlooking the entrance to class room XXX (not attached). If you wish to view the footage you will need to make an appointment to view it at the school.
* All other relevant materials – e.g. Screenshots of social media contacts, letters, reports, notes of contact with police etc.

A copy of this material is attached for your consideration. Some of the documents may have been de-identified to protect the privacy of others.

**Attachment 2: Individual circumstances and material facts**

**Your Individual Circumstances**

* You are age years old and enrolled at School Name on date.
* You are currently in Year year.
* Your *OneSchool Student Enrolment Profile* indicates the following (list as recorded on OneSchool):
* Medical Conditions *(List all recorded conditions, examples below)*:
* Attention Deficit Hyperactivity Disorder;
* Dysgraphia; and
* Asthma.
* Personalised Learning *(List all recorded items, example below)*:
* DDA Disability:Nationally Consistent Collection of Data (NCCD) disability record under the category of *Cognitive* requiring a *Supplementary* level of adjustment to access and participate in your education.
* Support Provisions *(List current recorded strategies and/or plans, examples below)*:
* Targeted Support (Humanities), Semester X, start date (date in full) to end date (date in full);
* Numeracy Intervention from start date (date in full) to end date (date in full); and
* Risk Management Plan, dated date in full.

**Material facts relied upon to make the preliminary decision**

* On date in full school staff became aware of incident because of reason. An investigation was conducted and you, # students and # staff members were spoken to about the incident and provided statements.
* Your signed statement dated date in full, states that you admit ###.
* The signed statement of Student A dated date in full, states that ###.
* The signed statement of Student B dated date in full, states that ###.
* Footage from a CCTV/film footage camera/phone at location, shows that ###.
* Based on the evidence outlined above, I am satisfied, on the balance of probabilities, that on date at time you:
  + Set out here the school staff member’s (other than the principal) findings about the student’s behaviour – what did the student do from the school staff member’s perspective. This is the **school staff member’s version of events** based on the evidence. It will need to reconcile the evidence in statements and set out what the principal is satisfied happened.
* Your behaviour on date in full, namely ##, constitutes a breach of the School Name *Student Code of Conduct (SCOC)* because reasons.
* The School Name *SCOC* states that ## may be an outcome for ##.
* Insert here a discussion of the student’s full behavioural history – at this school and others – split it into serious matters and less serious matters – highlight suspensions and particular behaviour of note (e.g. similar behaviours, sexualised behaviour/violent behaviour in the past) – particularised by date and location.
* Insert here information about the student’s disability diagnosis (if any) and the full supports the school has put in place to support the student and to deal with their behavioural issues – has the student had a FBA done? Are there individualised plans? etc.
* Insert here general behavioural supports if disability in and of itself is not an issue.
* Insert here information about the individual circumstances of the student that may explain or mitigate the student’s behaviour (e.g. relevant family issues, the student being in care etc.) and how these circumstances have been considered.
* Given the nature of your conduct on date of incident and your behavioural history while enrolled at the school, it is my preliminary view that suspension alone is inadequate to deal with your disobedience, misbehaviour, conduct or risk.
* It is therefore my preliminary view that you should be excluded permanently/until date in full from School Name.
* Given reason(s) (why principal is not making the decision), I have decided that it is appropriate for the Director-General (or their delegate) to make the decision regarding your proposed exclusion.

Mr/Mrs/Ms/Miss Parent Full Name

# Street

SUBURB QLD 4###

Dear Mr/Mrs/Ms/Miss Parent Surname

**RE: PROPOSED EXCLUSION OF STUDENT FULL NAME from SCHOOL NAME**

Please find attached a copy of the letter sent to Student Full Name.

I have decided to suspend Student First Name and propose their exclusion permanently/for ## months from School Name. I have made this decision in accordance with section 293 of the *Education (General Provisions) Act 2006*. The reasons for my decision are outlined in the letter to Student First Name, including provisions for their education during the suspension.

Student First Name may not attend any state school or any school activity while suspended. You are responsible for Student First Name during the period of suspension.

Mr/Mrs/Ms/Miss Regional Case Manager Full name # Region has been assigned as regional case manager to assist and support Student First Name to access an educational program while they are suspended. I encourage you to contact Mr/Mrs/Ms/Miss Regional Case Manager Surname on (07) #### ####.

If you would like to provide relevant additional information for the Director-General (or their delegate) to consider in making their decision or respond further to the allegations made, please provide these to the Director-General (or their delegate) **within five school days** of receiving this notice.

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**Postal address:** **Email address:**

Director-General Behaviour.Central@qed.qld.gov.au  
Department of Education   
PO Box 15033

CITY EAST QLD 4002

If you would like to discuss my decision, please contact me on (07) #### ####.

Yours sincerely

**PRINCIPAL NAME**

**Principal**

**School Name**

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Enc: Copy of notification letter sent to student