Mr/Mrs/Ms/Miss Chief Executive Full Name

Chief Executive Position Title

Department of Education

# Street

SUBURB QLD 4###

Dear Mr/Mrs/Ms/Miss Chief Executive Surname

**RE: PROPOSED SUSPENSION OF STUDENT FULL NAME FROM SCHOOL NAME**

In my capacity as Principal of School Name, I have formed the preliminary decision that Student Full Name has behaved in a way that is so serious that they may need to be suspended from School Name.

Pursuant to section 290 of the *Education (General Provisions) Act 2006*, I believe that it would be appropriate for you as the Chief Executive, to exercise the suspension power in section 281 of the Act in respect to Student First Name. Accordingly, I hereby refer this matter to you.

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

**Reasons for my decision**

I have formed my belief that it would be appropriate for you to exercise the suspension power in this instance because:

* Include information here to explain why would there be perceived bias that the principal was involved in the incident that led to the referral. For example, *I was injured by the student during the incident that led to this referral, and as such, I believe there is/there would appear to a reasonable observer to be a conflict of interest for me to make the final decision about suspension*.

Please find enclosed a copy of the letter sent to Student First Name and the relevant evidence gathered by the school in the investigation of the allegation. Please contact me on (07) #### #### if you require further information.

Yours sincerely

**PRINCIPAL NAME**

**Principal**

**School Name**

 / /

Enc: Copy of student letter

 Relevant evidence gathered by the school in the investigation of the allegations