Student Full Name

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

# Street

SUBURB QLD 4###

Dear Student First Name

**RE: PROPOSED SUSPENSION 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 suspended from School Name for # school days.

**My decision**

I have considered your behaviour and 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 suspension as per section 290 of the *Education (General Provisions) Act* *2006*. The Director-General (or their delegate) will make their final decision on your proposed suspension.

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 reasonably satisfied that your behaviour constitutes a ground for suspension, namely:

* disobedience (section 282(1)(a))
* misbehaviour (section 282(1)(b))
* conduct that adversely affects, or is likely to adversely affect, other students (section 282(1)(c))
* conduct that adversely affects, or is likely to adversely affect, the good order and management of the school (section 282(1)(d))
* your attendance at the school poses an unacceptable risk to the safety or wellbeing of other students or staff (section 282(1)(e))

**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 decision in **Attachment 2**.

You have been given the opportunity to consider the relevant evidence, discuss the allegations and respond to them.

**Reasons for my decision**

* I have formed the preliminary view that on date you engaged in conduct that amounts to insert relevant ground(s) from list above.
* I am satisfied that suspension is adequate to deal with your disobedience, misbehaviour, conduct or risk and that the period of suspension is appropriate because of:
	+ the nature of your conduct on date; and
	+ your behavioural history while enrolled at School Name.
* Accordingly, it is my preliminary view that I should suspend you 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.

**Questions about this proposed decision**

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

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 2 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 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 SCOCstates 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 and your behavioural history while enrolled at the school, I am satisfied that suspension is adequate to deal with your disobedience, misbehaviour, conduct or risk and that the period of suspension is appropriate because of:
	+ the nature of your conduct on date; and
	+ your behavioural history while enrolled at School Name.
* It is therefore my preliminary view that you should be suspended from School Name for # school days.
* 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 suspension.

Mr/Mrs/Ms/Miss Parent Full Name

# Street

SUBURB QLD 4###

Dear Mr/Mrs/Ms/Miss Parent Surname

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

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

I have been given information that Student First Name may have behaved in a way that is so serious that they may need to be suspended from School Name for # school days.

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 Student First Name’s suspension as per section 290 of the *Education (General Provisions) Act* *2006*. The Director-General (or their delegate) will make their final decision on Student First Name’s proposed suspension.

The reasons for my decision are outlined in the letter to Student First Name.

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

Yours sincerely

**PRINCIPAL NAME**

**Principal**

**School Name**

 / /

Enc: Copy of notification letter sent to student