Student Full Name

# [Type sidebar title]

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

Address Line 1

SUBURB QLD 4###

Dear Student First Name

**RE: SUBMISSION AGAINST SUSPENSION FROM SCHOOL NAME**

I have considered the submission made by you/r mother/father/parents/guardian, Mr/Mrs/Ms/Miss Parent Full Name, against your # school day suspension from School Name.

**My decision**

I have decided to **confirm** the Principal’s decision made on date month year, to suspend you from School Name for # school days. I have made this decision in accordance with section 286 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.

**Material facts, evidence and other material**

I have listed the evidence and other material I used to make this decision in **Attachment 1**.

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

**Reasons for my decision**

* I am reasonably satisfied that your actions on day month year, amounted to insert ground/s for the purposes of section 282(1)(x) of the Act.
* I am satisfied that your conduct entitled the Principal of School Name to discipline you by means of suspension under section 281 of the Act.
* Given the serious nature of your conduct and your behavioural history at the school, I consider the Principal’s decision to suspend you for # school days was appropriate.

**Your return to school**

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 and re-engage into School Name. I encourage you to contact Mr/Mrs/Ms/Miss Case Manager Surname on (07) #### ####.

**Questions about this decision**

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

I wish you every success with your future education endeavours.

Yours sincerely

**FULL NAME**

**Director-General (or delegate)**

 / /

Ref: ##/######

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**

**Evidence or other material supporting the facts**

* Chapter 12, Part 3, Division 2 of the *Education (General Provisions) Act 2006* (the Act)*.*
* *Human Rights Act 2019* (Qld).
* Departmental procedure: *Student discipline.*
* 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 XXXX.
* Statement of Staff Member A dated XXXXX.
* Your own statement dated XXXX.
* CCTV/film footage taken on XXXX by a camera overlooking the entrance to class room XXX.
* All other relevant materials – e.g. Screenshots of social media contacts, letters, reports, notes of contact with police etc.
* Notification of *Suspension from School Name* dated date in full.
* Appeal submission from you/r mother/father/parents/guardian, Mr/Mrs/Ms/Miss Full Name, dated day month year and received by # Region **or** State Schools – Operations on date in full. The submission included the following documentation:
* ###
* ###
* Principal response to the submission made by you/r mother/father/parents/guardian in the Principal’s Report dated day month year and received by # Region **or** State Schools – Operations on date in full. Their response included the following supporting documentation:
* ##
* ##
* Email to you/r mother/father/parents/guardian dated date in full, providing the Principal’s response and materials for consideration.

This information was previously provided to you and you were also given the opportunity to provide any additional relevant information for my consideration. No response has been received. **OR** The subsequent response has been included along with the materials for my consideration.

* On date in full, # Region **or** State Schools – Operations received a further response from you/r mother/father/parents/guardian to the Principal’s report. The response did not raise any new information for inclusion in the appeal. **OR** list new information.

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

**Your Individual Circumstances**

* You are age years old and enrolled at school on date.
* You were in Year year at the time of your suspension.
* 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 on to make the decision**

* On date in full school staff became aware of incident because of reason. An investigation was conducted by the school 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 camera 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 decision maker’s findings about the student’s behaviour – what did the student do from the decision maker’s perspective? This is the **decision maker’s version of events** based on the evidence. It will need to reconcile the evidence in statements and set out what the decision maker 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 – 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 serious nature of your conduct on date and your behavioural history, I am satisfied that suspension for ## school days was appropriate to deal with your disobedience, misbehaviour, conduct or risk.
* I have therefore decided to confirm the Principal’s decision.

**My response to the submission**

You/r mother/father/parents/guardian raised various issues in your/their submission/s dated date in full and date in full. I have considered all aspects of your/their submissions and my responses are as follows:

* *It is submitted that ###*

***Response****:*

* *It is submitted that ###*

***Response****:*

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Mr/Mrs/Ms/Miss Parent Full Name

# Street

SUBURB QLD 4###

Dear Mr/Mrs/Ms/Miss Parent Surname

**RE: SUBMISSION AGAINST SUSPENSION OF STUDENT FULL NAME FROM SCHOOL NAME**

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

I have decided to **confirm** the Principal’s decision to suspend Student First Name from School Name for # school days. I have made this decision in accordance with section 286 of the *Education (General Provisions) Act 2006*.

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

I encourage you to contact the Guidance Officer at the school, along with the Principal, if you believe Student First Name is having difficulty with other students this year. This should ensure they have the required level of support to successfully engage in learning and avoid future incidents.

I also encourage you to continue to engage with the school to develop individualised supports and strategies for Student First Name, to assist them to avoid a repeat of the behaviour incident at the heart of this appeal.

Mr/Mrs/Ms/Miss Case Manager Full Name has been assigned as case manager to assist and support Student First Name to access an educational program and re-engage into School Name. I encourage you to contact the case manager should there be any concerns about Student First Name’s attendance at school. I encourage you to contact Mr/Mrs/Ms/Miss Case Manager Surname on (07) #### ####.

I wish Student First Name every success in their education.

Yours sincerely

**FULL NAME**

**Director-General (or delegate)**

 / /

Ref: ##/######

Enc: Copy of notification letter sent to student

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Mr/Mrs/Ms/Miss Principal Full Name

Executive Principal/Principal

School name

PO BOX ####

SUBURB QLD 4###

Dear Mr/Mrs/Ms/Miss Principal Surname

**RE: SUBMISSION AGAINST SUSPENSION OF STUDENT FULL NAME FROM SCHOOL NAME**

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

I have decided to **confirm** your decision to suspend Student First Name from School Name for ## school days. I have made this decision in accordance with section 286 of the *Education (General Provisions) Act 2006*.

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

I strongly encourage you to review the support plan that is in place for Student First Name and engage with external or regional stakeholders as necessary to ensure that there are specific strategies for Student First Name and their classroom teachers to address their behaviours and provide them with the best opportunities to experience success at School Name.

Yours sincerely

**FULL NAME**

**Director-General (or delegate)**

 / /

Ref: ##/######

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Mr/Mrs/Ms/Miss Regional Director Full Name

Regional Director

# Region

Department of Education

PO BOX ####

SUBURB QLD 4###

Dear Mr/Mrs/Ms/Miss Regional Director Surname

**RE: SUBMISSION AGAINST SUSPENSION OF STUDENT FULL NAME FROM SCHOOL NAME**

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

I have decided to **confirm** the Principal’s decision to suspend Student First Name from School Name for # school days. I have made this decision in accordance with section 286 of the *Education (General Provisions) Act 2006*.

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

Yours sincerely

**FULL NAME**

**Director-General (or delegate)**

 / /

Ref: ##/######

Enc: Copy of notification letter sent to student