Student Full Name

C/o Mr/Mrs/Ms/Miss 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 Full Name against your ## school day suspension from School Name.

**My decision**

I have decided to **set aside** 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.

**Reasons for my decision**

* I am not satisfied there was sufficient evidence to conclude that your behaviour amounted to … (insert ground)
* I am not satisfied your attendance at the school poses an unacceptable risk to the safety or wellbeing of other students or of staff
* I have identified issues in the process of the suspension which require me to set aside the decision, in the interests of fairness (include specifics e.g. failure to provide natural justice)
* While I note that the school has implemented some strategies to assist you, including (e.g. *nominating a safe place and providing a designated staff member for you to go to when upset*), I consider that there are further support options available that should have been explored. For example:
* there is no evidence that a formal Functional Behaviour Assessment (FBA) has been conducted to inform an Individual Behaviour/Safety Plan (IBSP) or a Risk Management Plan (RMP) that targets the specific areas to be addressed in order for you to be successful at school;
* I am not satisfied that you have been charged with a serious offence OR
* I disagree that it would not be in the best interests of other students or of staff for you to attend the school while the charge is pending.

**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) #### ####.

I wish you every success with your future education endeavours.

Yours sincerely

**FULL NAME**

**Director-General (or delegate)**

/ /

Ref: ##/######

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 **set aside** 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 has 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.

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

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 **set aside** your decision to suspend Student First Name from School Name for ## 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.

Student First Name’s *OneSchool Student Profile* will be updated to reflect this variation as soon as possible.

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: ##/######

Enc: Copy of notification letter sent to student

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 **set aside** 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