Student Full Name

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

Address Line 1

SUBURB QLD 4XXX

Dear Student First Name

**RE: PROPOSED EXCLUSION FROM ALL queensland STATE SCHOOLS EXCEPT SCHOOLS OF DISTANCE EDUCATION**

I have been given information that you may have behaved in a way that is so serious that I may need to exclude you permanently/until date in full from all Queensland state schools except schools of distance education.

**My decision**

I have considered your behaviour and I have decided to suspend you from all Queensland state schools except schools of distance education pending my final decision about excluding you. I have made this decision in accordance with section 300 of the *Education (General Provisions) Act 2006* (the Act).

In reaching this preliminary 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.

I will make my final decision on your proposed exclusion within 30 school days of giving you this notice. Your suspension started on day month year when you were told you about the suspension. During the suspension your parent is responsible for you.

You must not attend any Queensland state school or school activity until further notice. You may, however, enrol in a school of distance education during your suspension, but only if I approve the enrolment under section 329 of the Act.

**Grounds**

I am proposing to exclude you on the following ground/s:

* persistent disobedience (section 299(1)(a))
* misbehaviour (section 299(1)(b))
* conduct that adversely affects, or is likely to adversely affect, other students (section 299(1)(c))
* conduct that adversely affects, or is likely to adversely affect, the good order and management of the schools (section 299(1)(d))
* your attendance at the schools poses an unacceptable risk to the safety or wellbeing of other students or staff (section 299(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 schools (section 299(2))

**Material facts, evidence and other material**

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

I have outlined your individual circumstances and listed the material facts used in forming my 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 in Queensland state schools, it is my preliminary view that exclusion under Chapter 12, Part 3, Division 3 of the Act alone is inadequate to deal with your disobedience, misbehaviour, conduct or risk.
* Accordingly, it is my preliminary view that I should exclude you permanently/until date in full from all Queensland state schools except schools of distance education.

**Your education while you are suspended**

Arrangements will be made for you to continue to access your educational program while you are suspended. Mr/Mrs/Ms/Miss Regional Case Manager Full Name # Region has been assigned as regional case manager to assist and support you to access an educational program. I encourage you to contact Mr/Mrs/Ms/Miss Regional Case Manager surname on (07) #### ####.

**Additional information**

If you want to provide relevant additional information that you would like me to consider in making my decision or respond further to the allegations made, please provide these to me by day month year.

**Questions about this proposed decision**

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

Yours sincerely

**FULL NAME**

**Director-General**

 / /

Ref: xx/xxxxxx

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 4 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 XXX.
* Statement of Staff Member A dated XXX.
* Your own statement dated XXX.
* CCTV/film footage taken on XXXX by a camera 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.

**Preliminary 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 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 principal’s findings about the student’s behaviour – what did the student do from the principal’s perspective? This is the **principal’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 and your behavioural history while enrolled in Queensland state schools, it is my preliminary view that exclusion under Chapter 12, Part 3, Division 3 of the Act alone is inadequate to deal with your disobedience, misbehaviour, conduct or risk.
* It is therefore my preliminary view that I should exclude you permanently/until date in full from all Queensland state schools except schools of distance education.

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 all queensland state schools except schools of distance education**

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

I have decided to immediately suspend Student First Name and propose their exclusion permanently/until date in full from all Queensland state schools except schools of distance education.

I have made this decision in accordance with section 300 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 educational program during the suspension.

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

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

Yours sincerely

**FULL NAME**

**Director-General**

 / /

Ref: xx/xxxxxx

Enc: Copy of notification letter sent to student

Mr/Mrs/Ms/Miss Regional Director Full Name

EdEdcation House

30 Mary Street Brisbane 4000

PO Box 15033 City East

Queensland 4002 Australia

**Website**: www.dete.qld.gov.au

Regional Director

# Region

Department of Education

# Street

SUBURB QLD 4###

Dear Mr/Mrs/Ms/Miss Regional Director Surname

**RE: PROPOSED EXCLUSION OF STUDENT FULL NAME FROM ALL QUEENSLAND STATE SCHOOLS EXCEPT SCHOOLS OF DISTANCE EDUCATION**

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

I have decided to immediately suspend Student First Name and propose their exclusion permanently/until date in full from all Queensland state schools except schools of distance education.

I have made this decision in accordance with section 300 of the *Education (General Provisions) Act 2006*. The reasons for my decision are outlined in the attached letter to Student First Name.

Mr/Mrs/Ms/Miss Case Manager Full Name # Region has been assigned as regional case manager to assist and support Student First Name to access an educational program. Mr/Mrs/Ms/Miss Case Manager Surname can be contacted on (07) #### ####.

Yours sincerely

**FULL NAME**

**Director-General**

 / /

Ref: xx/xxxxxx

Enc: Copy of notification letter sent to student

Mr/Mrs/Ms/Miss Principal Full Name

Executive Principal/Principal

School Name

# Street

SUBURB QLD 4###

Dear Mr/Mrs/Ms/Miss Principal Surname

**RE: PROPOSED EXCLUSION OF STUDENT FULL NAME FROM ALL QUEENSLAND STATE SCHOOLS EXCEPT SCHOOLS OF DISTANCE EDUCATION**

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

I have decided to immediately suspend Student First Name and propose their exclusion permanently/until date in full from all Queensland state schools except schools of distance education.

I have made this decision in accordance with section 300 of the *Education (General Provisions) Act 2006*. The reasons for my decision are outlined in the attached letter to Student First Name.

Mr/Mrs/Ms/Miss Case Manager Full Name # Region has been assigned as regional case manager to assist and support Student First Name to access an educational program. Mr/Mrs/Ms/Miss Case Manager Surname can be contacted on (07) #### ####.

Yours sincerely

**FULL NAME**

**Director-General**

 / /

Ref: xx/xxxxxx

Enc: Copy of notification letter sent to student

Mr/Mrs/Ms/Miss Regional Case Manager Full Name

# Region

Department of Education

# Street

SUBURB QLD 4###

Dear Mr/Mrs/Ms/Miss Regional Case Manager Surname

**RE: PROPOSED EXCLUSION OF STUDENT FULL NAME FROM all QUEENSLAND state schools except schools of distance education**

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

I have decided to immediately suspend Student First Name and propose their exclusion permanently/until date in full from all Queensland state schools except schools of distance education.

I have made this decision in accordance with section 300 of the *Education (General Provisions) Act 2006*. The reasons for my decision are outlined in the attached letter to Student First Name.

You have been assigned as regional case manager to assist and support Student First Name in accessing an educational program. I ask that you make contact with Student First Name to explore suitable options to support the continuation of an educational program.

Yours sincerely

**FULL NAME**

**Director-General**

 / /

Ref: xx/xxxxxx

Enc: Copy of notification letter sent to student