

Department of School Education – Student Discipline Procedures 1994

NOTICE OF SUSPENSION OF STUDENT

(Original to be retained at the school)

The student named below has been suspended for the date/s stated in paragraph 3 (i)

1. School: Albert Street Primary School Moe			School Number: 2142
2. Student : Address: Year Level: Date of birth & gender: Male/Female Telephone:		Parent/Guardian: Address: Telephone: Any other relevant information:	
3. Date/s of suspension	Date	Until	Total number of school days
Date/s of current suspension:			
Date/s of previous suspensions if any for this year			
All dates inclusive			Total number of days
4. Reasons for suspension (refer to clause 4.2.4 of Student Discipline Procedures 1994)			
State which sub-clause (a) – (g) of clause 4.2.4 (1) of Student Discipline Procedures, 1994 is relied upon as the grounds for suspension, and write the grounds in full. OR If the student is or over 15, state whether clause 4.2.4 (2) of Student Discipline Procedures, 1994 is relied upon as the grounds for suspension and write the grounds out in full.		5 (a) Behaves in such a way as to threaten or constitute a danger to the health and wellbeing of a person	
Insert the facts relied upon to support the grounds of suspension:			
Action taken before suspension (refer to clause 4.2.2 of Student Discipline Procedures 1994)			
5. Notification			
			YES/NO
(i) A copy of this notice of suspension is to be forwarded to	School Council President		YES
	Parent/Guardian		YES
(ii) Parent notified of opportunity to participate in suspension conference			
(iii) Copy of Student Discipline Procedures, 1994 forwarded to the parent/guardian			
6. Re-Entry meeting to discuss the expected behaviours of your child	Date:		YES/NO
Signature of Principal:		Date:	