**<date>**

**PRIVATE AND CONFIDENTIAL**

Dear **<insert name here>**

**RE: After hours Detention**

I am writing to you as a parent of **<student’s full name>** to request your permission for him/her to attend a period of after-hours detention on **<insert future date>.**

I am intending to issue **<student’s name>** with a period of after school detention for a **<insert length or time for detention period not exceeding 30 minutes>** which will be an opportunity for her/ him to complete school work in a supervised environment.

My reasons for issuing an after-school detention are as follows:

**<Include details of reasons for detention including any other responses by the school to address the behaviour>.**

You can give permission either by signing the below form or phoning **<name, title and contact details of relevant officer>.**

Yours sincerely

**<Principal’s name>**

**Principal**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I, (*parent’s* *name*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ give permission for my student (*student’s*

*name*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to undertake after school hours detention on (*date)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_