**<INSERT SCHOOL NAME>**

<INSERT ADDRESS>

**Tel** <INSERT CONTACT PHONE NUMBER>

**Fax** <INSERT CONTACT FAX NUMBER>

name.surname@nt.gov.au

|  |
| --- |
| <Parent or student name><Parent or student street address><SUBURB> <STATE> <POST CODE> |

[MONTH] [YEAR]

**PRIVATE AND CONFIDENTIAL**

Dear <**Insert parent / student name**>

**RE: Notice – consideration of student expulsion**

I am writing to formally advise you that a recommendation to expel **<student’s full name>** from enrolment in **<insert school name**> is currently being considered, under section 93 of the *Education Act* *2015* (the Act).

As you will be aware, **<student’s full name>** has been issued with a period of suspension whilst consideration is given to their expulsion. A copy of this notice has been attached.

My reasons for considering a recommendation to expel are as follows:

**<Include detailed reasons for why you are considering recommending expulsion. Include details about why you are satisfied that the student’s presence poses a risk, the nature of the relevant incident/s and any other strategies that have occurred to address the students behaviour (if relevant). List all attached documentation supporting this decision>.**

You are invited to contact me within **three working days** from the date of this letter to discuss this matter and provide a submission / response to the information provided. If you would prefer to make a submission in writing, you must do so within **three working days** of the date of this letter. All written submissions can be provided via email at **<insert email address>** or by mail **<insert postal address>.** If you require any clarification of the information contained in this notice, please contact **<insert relevant name and contact details>.**

If you need an interpreter, the Interpreting and Translating Service NT can be contacted on FREECALL 1800 676 254.

Yours sincerely

<Principal's full name>

Principal