**<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 - Recommendation to expel a student**

I am writing to formally advise you that a recommendation to expel **<student’s full name>** from enrolment in **<insert school name**> has been made to the Chief Executive, Department of Education, under section 93 of the *Education Act 2015* (the Act).

My reasons for recommending an expulsion of **<student’s full name>** from enrolment in **<insert school name**> are as follows:

**<Include detailed reasons for recommending an expulsion. Including why you are satisfied that expulsion is the only option available and provide all information that has been relied upon to reach this decision. Attach relevant documentation supporting the decision>.**

This recommendation will be provided to the Chief Executive of the Department of Education for consideration and if supported, recommended to the Minister for Education.

You will have an opportunity to provide asubmission to the Chief Executive on the recommendation before a final decision is made by the Minister. You will be contacted by the Department of Education for this to be provided. In the event that a decision to expel is made, **<student’s full name>** will no longer be able to enrol at a Northern Territory Government school, however arrangements to support **<student’s full name>** to continue their education will be made.

If you need an interpreter, the Interpreting and Translating Service NT can be contacted on FREECALL 1800 676 254. If you require any clarification of the information contained in this notice, please contact **<insert relevant name and contact details>.**

Yours sincerely

<Principal's full name>

Principal