**<date>**

**PRIVATE AND CONFIDENTIAL**

Dear **<student suspended>**

**RE: Notice of suspension from attendance at school**

For the purposes of section 91(1) of the *Education Act* (the Act) I am satisfied that you **<student’s full name>**, should be suspended from attendance at **<name of school>** (the school) because your presence poses a risk of physical or psychological harm to other persons at the school.

I accordingly give you written notice pursuant to section 91(2) of the Act (refer to page 3) that you are suspended from attendance at school for a period of **<include period of suspension/details of partial suspension conditions>** commencing immediately. This means that unless agreed otherwise you may not resume attendance at school until **<include day and date>.**

My reasons for suspending youfrom attendance at school are as follows.

**<Include details of reasons for suspension including why the principal is satisfied that student’s presence is considered to pose a risk>.**

*Delete if not required*

Furthermore, pursuant to section 91 (3) of the Act I impose the following conditions which must be complied with:

**<Include specific details of the conditions attached to the period of suspension>**

During the period of suspension you must not attend the school. Non-compliance with this direction means that your parent(s) may be found guilty of an offence pursuant to section 94(2) and may be issued with an infringement notice which applies a financial penalty for not complying with the Act. If you are a child living independently, then you may be personally liable for non-compliance pursuant section 94(3) of the Act and you may be issued with an infringement notice (refer attached).

Contact must be made with **<name>** on **<telephone number>** to arrangean interview to discuss re-entry to school on **<date>.** The interview will include discussion about support options to address the behaviour that resulted in this suspension.

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

If you are unclear about any aspect of this Notice, or if for any other reason you wish to discuss this Notice, then you should telephone **<name, title and contact details of relevant officer>.**

Yours sincerely

**<Principal’s name>**

**Principal**

