**<date>**

**PRIVATE AND CONFIDENTIAL**

Dear **<student suspended>**

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

In keeping with section 91(4) (b) of the *Education* Act (the Act) I am writing to you as a parent of **<student’s full name>** to provide you with a copy of the written notice of suspension given to **<student’s name>.**

I have suspended **<student’s name>** from attendance at school for a period of **<include period of suspension>** pursuant to section 91 of the Act (refer to page 2).

The circumstances of **<student’s name>** suspension are contained in the Written Notice of Suspension issued on the **<date>**.

Your attention is drawn to section 94 of the Act which requires that you must ensure that **<student’s name>** does not attend school during the period of suspension (refer to page 2). If you do not do so, you may commit an offence for which an infringement notice may be issued which applies a financial penalty for not complying with the Act.

Contact must be made with **<name>** on **<telephone number>** by **<insert date>** 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 there is a need for 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 letter or the attached Notice, or if for any other reason you wish to discuss this matter then you should telephone **<name, title and contact details of relevant officer>.**

Yours sincerely

**<Principal’s name>**

**Principal**

