



Dear

T: 01793 818603
www.twhf.org.uk

Your conduct St George's C of E Primary School on (insert date)

I have received a report from the Principal of St George's C of E Primary School regarding an incident that took place on (insert date) when you (insert details of the incident and its effect on staff, pupils/students, other parents).

[If you did not witness the incident, the following text may be used: I have considered the witness accounts of the incident, and it would appear (insert details of incident).]

Your behaviour falls short of The White Horse Federation's Parent and Visitor Code of Conduct (see enclosed). I have considered the matter very carefully and have decided that you should not be allowed to enter the school premises, unless for a pre-arranged meeting, from now until (insert date), when the situation will be reviewed. The withdrawal of permission for you to enter the school premises takes effect straightaway.

(For parents/carers only) For the duration of this decision you may bring your son(s)/daughter(s) (complete as appropriate) to the school and collect them/him/her (delete as appropriate) at the end of the school day, but you must not go beyond the school gate.

(In the case of infant children, also insert) Arrangements have been made for your (delete as appropriate) son(s)/daughter(s) (insert child/rens names) to be collected, and returned to you, at the school gate by a member of the school's staff.

If you do not comply with this instruction, I shall arrange for you to be removed from the premises and prosecuted under Section 547 of the Education Act 1996. If convicted under this section, you are liable to a fine of up to £500.

If you need to speak to me or a member of staff about this matter, please telephone the school office and I will make the necessary arrangements and confirm them to you in writing. I also wish to give you an opportunity to give me in writing any comments or observations of your own in relation to the incident. These comments may include any expressions of regret on your part and any assurances you are prepared to give about your future good conduct.

I regret that I have had to take this action and hope that I can rely on your co-operation.

Yours sincerely

Chair of Local Governing Board