APPENDICES

LETTER 1 - TEMPLATE LETTER TO PARENT – WARNING BEFORE IMPOSING BAN

[On School Headed Notepaper]

BY RECORDED DELIVERY

[INSERT NAME]
[INSERT ADDRESS]
[INSERT POSTCODE]
[INSERT DATE]

Dear […]

I have received a report about your unacceptable conduct on [INSERT DATE] at approximately [INSERT TIME] when I have been informed that you [INSERT SUMMARY OF INCIDENT, INCLUDING EFFECT UPON STAFF, PUPILS OR OTHER PARENTS].

I must inform you that [INSERT NAME OF SCHOOL] will not tolerate conduct of this nature on its premises and will act to defend its teachers, members of staff, students and their parents, and other members of the school community.

I am therefore putting you on notice that, if I receive a further report of unacceptable conduct from you, I will have no option but to instigate the school's formal procedure to withdraw your permission to enter or be on the premises of Almond Hill Junior School.

A copy of the school's policy for Unacceptable Behaviour is attached for your consideration.

I should warn you that, if your permission to enter or be on school premises is withdrawn, you can be removed from the premises by a police officer and you may be prosecuted under Section 547 of the Education Act 1996. If convicted under that section, you will be liable to a fine of up to £500.00 and have a criminal conviction recorded against you.

If you have any concerns about the school which have led to your unacceptable conduct, you should raise these with the school in accordance with the school's Complaints Policy, a copy of which is attached for your consideration.

I trust that we will now be able to put this matter firmly behind us.

Yours [faithfully][sincerely]

[INSERT NAME]
Headteacher enc

LETTER 2 - TEMPLATE LETTER TO PARENT - IMPOSING INTERIM BAN ON ENTERING SCHOOL PREMISES

[On School Headed Notepaper]

BY RECORDED DELIVERY

[INSERT NAME]
[INSERT ADDRESS]
[INSERT POSTCODE]
[INSERT DATE]

Dear […]

Further to my letter dated [INSERT DATE], I have received a [further] report about your unacceptable conduct on [INSERT DATE] at approximately [INSERT TIME] when it is alleged that you [INSERT SUMMARY OF INCIDENT, INCLUDING EFFECT UPON STAFF, PUPILS OR OTHER PARENTS].

I must inform you that Almond Hill Junior School will not tolerate conduct of this nature on its premises and will act to defend its teachers, members of staff, students and their parents, and other members of the school community.

I am therefore instructing you that (for a temporary period) you are not to enter or be on the school's premises.

If you do not comply with this instruction, the police will be called and they have powers to remove you from the premises and prosecute under Section 547 of the Education Act 1996. If convicted under this section, you are liable to a fine of up to £500.00 and a criminal conviction will be recorded against you.

The withdrawal of permission for you to enter or be on the school premises takes effect immediately. However, the chair of the local governing body will need to decide whether my decision should be confirmed. Before the review of my decision takes place, you have the opportunity to provide in writing any comments or observations of your own in relation to the report of your conduct. These comments may include any expressions of regret on your part and any assurances you are prepared to give about your future good conduct.

To enable the chair of the local governing body to review my decision at an early stage, you are asked to send any written comments you wish to make within five school days from the date of this letter, i.e. by [INSERT DATE].

The chair of the local governing body will review my decision within ten school days of the date of this letter, whether or not any written comments are received from you.

If, after considering your written comments, the chair of the local governing body takes the view that my decision should be confirmed, you will be provided with written details of when a further review of the decision will take place.

A copy of the school's policy for Unacceptable Behaviour is attached for your consideration.

Until the review has taken place, you may bring your child to school and collect them at the end of the school day, but you must not go beyond the school gate or cross the boundary of the school premises.

If you have any concerns about the school which have led to your unacceptable conduct, you should raise these with the school in accordance with the school's Complaints Policy, a copy of which is attached for your consideration.

Yours [faithfully]/[sincerely]

[INSERT NAME]
HEADTEACHER

LETTER 3A - TEMPLATE LETTER TO PARENT - CONFIRMING INTERIM BAN ON ENTERING SCHOOL PREMISES

[On School's Headed Notepaper]

BY RECORDED DELIVERY

[INSERT NAME]
[INSERT ADDRESS]
[INSERT POSTCODE]
[INSERT DATE]

Dear […]

On [INSERT DATE], the headteacher wrote to you informing you that they had withdrawn permission for you to enter and be on the premises of Almond Hill Junior School following a report of your unacceptable behaviour on [INSERT DATE]. [*This followed an earlier incidence of unacceptable behaviour on [INSERT DATE], following which the headteacher wrote to you warning you that the school's formal procedure for withdrawing your permission to enter or be on the school's premises would be instigated if your unacceptable behaviour was repeated*.]

To enable me to determine whether to confirm the decision for a longer period, you were given the opportunity of providing your written comments in relation to the incident by [INSERT DATE].

[Insert Either: As at the date of this letter, I have not received any written comments from you, and I have therefore reviewed the headteacher's decision on consideration of the documentation I have been provided with by the school only.]

[Or: I received your written comments on [INSERT DATE], the contents of which I have carefully considered, together with documentation I have been provided with by the headteacher.]

I have determined that the decision to withdraw permission for you to come onto the school's premises should be confirmed.

I am therefore instructing that you are not to enter or be on the school's premises without the prior knowledge and permission of the headteacher which will only be given for a good reason (for example, a parents' evening or a pre-arranged meeting).

If you do not comply with this instruction, the school will arrange for a police officer to remove you from the premises, and you may be prosecuted under Section 547 of the Education Act 1996. If convicted, you are liable to a fine of up to £500.00 and a criminal conviction will be recorded against you. Notwithstanding this decision, the headteacher, other members of staff and the local governing body remain committed to the education of your child, who must continue to attend school as normal under the arrangements set out in the letter dated [INSERT DATE].

I will take steps to review the continuance of this decision again on [INSERT DATE]. In deciding whether it is necessary to extend the withdrawal of permission to enter or be on the school's premises,

I will take into account the extent of your compliance with my instruction, any appropriate and sincere expressions of regret and any assurances of future good conduct received from yourself, together with evidence of your cooperation with the school in other respects.

If you wish to provide additional written comments for me to consider when I carry out my further review, please send them to the school to arrive at least five working days before the date of my further review, i.e. by [INSERT DATE]. Any such additional comments should be restricted to your conduct since the decision was last confirmed or any new consequences of the decision, and should not repeat comments provided previously of which I am already in possession.

Yours [faithfully][sincerely]

[INSERT NAME]
CHAIR OF THE LOCAL GOVERNING BODY

LETTER 3B - TEMPLATE LETTER TO PARENT - LIFTING INTERIM BAN ON ENTERING SCHOOL PREMISES

[On School's Headed Notepaper]

BY RECORDED DELIVERY

[INSERT NAME]
[INSERT ADDRESS]
[INSERT POSTCODE]
[INSERT DATE]

Dear […]

On [INSERT DATE], the headteacher wrote to you informing you that they had withdrawn permission for you to enter and be on the premises of [INSERT NAME OF SCHOOL] following a report of your unacceptable conduct on [INSERT DATE]. [*This followed an earlier incidence of unacceptable conduct on [INSERT DATE], following which the headteacher wrote to you warning you that the school's formal procedure for withdrawing your permission to enter or be on the school's premises would be instigated if your unacceptable behaviour was repeated*.]

To enable me to determine whether to confirm this decision for a longer period, you were given the opportunity to provide your written comments in relation to this incident by [INSERT DATE].

[Insert Either: As at the date of this letter, I have not received any written comments from you, and I have therefore reviewed the headteacher's decision on consideration of the documentation I have been provided with by the headteacher only.]

[Or: I received your written comments on [INSERT DATE], the contents of which I have carefully considered, together with documentation I have been provided with by the headteacher.]

I have decided that it is not necessary to confirm this decision on this occasion, and I am therefore restoring to you permission to enter and be on the school's premises, with immediate effect.

I do, however, remain concerned in relation to your conduct on [INSERT DATE], and I must warn you that, if there is any repetition of your behaviour, the headteacher will not hesitate to withdraw permission for you to come on to the school's premises again.

I hope that we can now draw a line under this matter and look forward to an improved relationship between yourself and the school in the future.

Yours [faithfully][sincerely]

[INSERT NAME]
CHAIR OF THE LOCAL GOVERNING BODY

LETTER 4A - TEMPLATE LETTER TO PARENT - CONFIRMING BAN ON ENTERING SCHOOL PREMISES (FOLLOWING FURTHER REVIEW)

[On School's Headed Notepaper]

BY RECORDED DELIVERY

[INSERT NAME]
[INSERT ADDRESS]
[INSERT DATE]

Dear […]

I wrote to you on [INSERT DATE] confirming the decision to withdraw permission for you to enter and be on the premises of [Almond Hill Junior School].

In that letter, I advised you that I would take steps to review the decision again on [INSERT DATE] and invited you to provide me with any additional written comments that you have by [INSERT DATE].

[Insert Either: As at the date of this letter, I have not received any additional written comments from you, and I have therefore reviewed the decision on consideration of the documentation already in my possession, together with further documentation received from the school confirming your compliance with my instruction, only.]

[Or: I received additional written comments from you on [INSERT DATE], the contents of which I have carefully considered, together with the documentation already in my possession and further documentation received from the school confirming your compliance with my instruction.]

I have determined that it is not yet appropriate for me to revoke the decision to withdraw your permission to enter and be on the school's premises. This is because [INSERT REASONS].

I therefore confirm my instruction that you are not to enter or be on the school's premises without the prior knowledge and permission of the Headteacher which will only be given for a good reason (for example, a parents' evening or a pre-arranged meeting).

If you do not comply with this instruction, the school will arrange for a police officer to remove you from the premises and you may be prosecuted under Section 547 of the Education Act 1996. If convicted under this section, you are liable to a fine of up to £500.00 and a criminal conviction will be recorded against you.

Notwithstanding this decision, the headteacher, other members of staff and the local governing body remain committed to the education of your child, who must continue to attend school as normal under the arrangements set out in the letter dated [INSERT DATE].

I will take steps to review the continuance of this decision again on [INSERT DATE]. In deciding whether it is necessary to extend the withdrawal of permission to come onto the school's premises, I will take into account the extent of your compliance with my instruction, any appropriate and sincere expressions of regret and any assurances of future good conduct received from yourself, together with evidence of your co-operation with the school in other respects.

If you wish to provide additional written comments for me to consider when I carry out my further review, please send them to the school to arrive at least five working days before the date of my further review, i.e.

by [INSERT DATE]. Any such additional comments should be restricted to your conduct since the decision was last confirmed or any new consequences of the decision, and should not repeat comments provided previously of which I am already in possession.

Yours [faithfully][sincerely]

[INSERT NAME]
CHAIR OF THE LOCAL GOVERNING BODY

LETTER 4B - TEMPLATE LETTER TO PARENT - LIFTING BAN ON ENTERING SCHOOL PREMISES (FOLLOWING REVIEW)

[On School's Headed Notepaper]

BY RECORDED DELIVERY

[INSERT NAME]
[INSERT ADDRESS]
[INSERT POSTCODE]
[INSERT DATE]

Dear […]

I wrote to you on [INSERT DATE] confirming the decision to withdraw permission for you to enter and be on the premises of Almond Hill Junior School.

In that letter, I advised you that I would take steps to review the decision again on [INSERT DATE] and invited you to provide me with any additional written comments that you have by [INSERT DATE].

[Insert Either: As at the date of this letter, I have not received any additional written comments from you, and I have therefore reviewed the decision on consideration of the documentation already in my possession, together with further documentation received from the school confirming your compliance with my instruction, only.]

[Or: I received additional written comments from you on [INSERT DATE], the contents of which I have carefully considered, together with the documentation already in my possession and further documentation received from the school confirming your compliance with my instruction.]

I have determined that it is now appropriate to revoke the decision to withdraw your permission to enter and be on the school's premises. I am therefore restoring to you permission to come on to the school's premises with immediate effect.

I do, however, remain concerned in relation to your conduct on [INSERT DATE], and I must warn you that, if there is any repetition of your behaviour, the headteacher will not hesitate to withdraw permission for you to come on to the school's premises again.

I hope that we can now draw a line under this matter and look forward to an improved relationship between yourself and the school in the future.

Yours [faithfully][sincerely]

[INSERT NAME]
CHAIR OF THE LOCAL GOVERNING BODY

LETTER 5 - TEMPLATE LETTER TO MEMBER OF PUBLIC - IMPOSING BAN ON ENTERING SCHOOL PREMISES

[On School's Headed Notepaper]

BY RECORDED DELIVERY

[INSERT NAME]
[INSERT ADDRESS]
[INSERT POSTCODE]
[INSERT DATE]

Dear […]

I have received a report about your unacceptable conduct on [INSERT DATE] at approximately [INSERT TIME] when it is alleged that you entered the premises of [INSERT NAME OF SCHOOL] and [INSERT SUMMARY OF INCIDENT, INCLUDING EFFECT UPON STAFF, STUDENTS, PARENTS OR OTHER VISITORS].

You have no lawful authority to enter or be on the school's premises, and I must inform you that the school will not tolerate conduct of this nature on its premises and will act to defend its staff, students and their parents, and other members of the school community. I am therefore instructing you that you are not to enter or be on the school's premises in the future.

If you do not comply with this instruction, the police will be called and they have powers to remove you from the school's premises and prosecute you under Section 547 of the Education Act 1996. If convicted under this section, you are liable to a fine of up to £500.00 and a criminal conviction will be recorded against you.

Yours [faithfully][sincerely]

[INSERT NAME]
HEADTEACHER