

We welcome visitors to our school.

We will act to ensure it remains a safe place for pupils, staff and all other members of our community.

If you have concerns, we will always listen to them and seek to address them.

Please be aware, however, that abusive, threatening or violent behaviour will not be tolerated in this school.

Visitors behaving in this way are likely to be removed from the premises and prosecuted.

**Letter 1 Warning
(sent by Headteacher)**

Dear [name]

In line with expectations of adult visitors to the school, as outlined in our policy, I am writing to advise you formally that your behaviour towards [name] on [date] was totally unacceptable and I have taken advice on how to proceed.

Or

I am very concerned about the unsatisfactory nature of our meeting/telephone conversation on [date] and I have taken advice on how to proceed.

(add summary of incident and its effect on staff and pupils)

I have now been able to investigate the incident further and I understand that ...

Or

As I witnessed your behaviour myself there is no need for me to investigate the incident further.

Optional I am not prepared to continue to accept such behaviour. If parents are unhappy about any aspect of their child's education they can arrange to have a meeting with me at an appropriate place and time.

Optional In the circumstances I must ask you not to approach any of my staff directly until further notice, though you will still be able to make contact through me.

For the future I must inform you that any repetition of such behaviour towards any of the school staff, pupils or others connected with the school will be followed by an immediate withdrawal of permission for you to enter the school premises.

I am copying this letter to the Chair of Governors and the Area Schools Officer. Should you wish to discuss the contents of this letter please make an appointment to see me via the school office.

Yours sincerely

[Name]
Headteacher

cc: Chair of Governors
Area Schools Officer

Letter 2

Withdraw permission pending review (sent by chair of governors)

Dear [name]

I have received a report from the Headteacher of The Devonshire Hill Nursery and Primary School about your conduct on [date] at [time].

(add summary of incident and its effect on staff and pupils) (optional reference to first letter from Headteacher)

I must inform you that the governors, in line with our policy, will not tolerate conduct of this nature on the school premises and will act to defend school staff and pupils. On the advice of the Headteacher, I am therefore instructing you that until I have reviewed this incident, you are not to reappear on the school premises. If you do not comply with this instruction, I shall arrange for you to be removed from the premises.

If you cause a nuisance or disturbance on the premises you may be prosecuted under section 547 of the Education Act 1996; if convicted under this section, you are liable to a fine of £500.

For the duration of this decision you may bring your child(ren) to school and collect them at the end of the school day, but you must not go beyond the school gate. Arrangement have been made for your child(ren) to be collected and returned to you at the school gate by a member of the school staff.

Special arrangements can be made for you to meet with the Headteacher, if necessary, but this may only be with the written permission of the governors.

The withdrawal of permission for you to enter the school premises takes effect immediately and will be in place for 15 school days in the first instance. I still need to decide whether it is appropriate to confirm this decision. Before I do so, I wish to give you an opportunity to give me in writing any comments or observations of your own in relation to the report that I have received from the Headteacher. These comments may be to challenge or explain the facts of the incident, to express regret and give assurances about your future good conduct. To enable me to take a decision on this matter, please send me any written comments you wish to make by (date 10 school days from date of letter).

If on receipt of your comments, I consider that my decision should be confirmed, you will be supplied with details of how to pursue a review of your case.

I am copying this letter to the Headteacher and the Area Schools Officer at Haringey Council.

Yours sincerely,

[name]

Chair of Governors

cc: Headteacher
Area Schools Officer, Haringey Council

Letter 3a

Withdrawal of permission confirmed (sent by chair of governors)

Dear [name]

On [date] I wrote to inform you that on the advice of the Headteacher I had withdrawn permission for you to come on to the premises of The Devonshire Hill Nursery and Primary School. To enable me to determine whether to confirm this decision for a longer period, I gave you the opportunity to give your written comments on the incident concerned by [date].

I have not received a written response from you / I have received a letter from you dated [date], the contents of which I have carefully considered.

In the circumstances, and after further consideration of the Headteacher's report, I have determined that the decision to withdraw permission for you to come onto school premises should be confirmed. I am therefore instructing that, until further notice, you are not to come onto the premises of the school without the prior knowledge and approval of the Headteacher.

If you do not comply with this instruction, I shall arrange for you to be removed from the premises of the school. If you cause a nuisance or disturbance on the premises, 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.

Even though we have taken this decision, the Headteacher and staff at The Devonshire Hill Nursery and Primary School remain committed to the education of your child(ren), who must continue to attend school as normal under the arrangements set out in my previous letter.

This decision will be reviewed again by [date] (insert review date which should be within a reasonable period and no longer than six months). When deciding whether it will be necessary to extend the withdrawal of permission to come onto the school premises, consideration will be given to the extent of your compliance with the decision, any appropriate expressions of regret and assurance of future good conduct received from you; and any evidence of your co-operation with the school in other respects.

If you wish to pursue the matter further you have a right to complain to a panel of school governors who have not been involved previously and who will consider the circumstances of the decision to withdraw permission for you to come on to the school site. You can make your complaint by writing to the Clerk to the Governors, c/o The Devonshire Hill Nursery and Primary School.

(Where the incident has arisen in the context of a parental complaint against the school, the following may be inserted) Finally, I would advise you that I have asked the Headteacher to ensure that your complaint that [summary of complaint] is considered under the appropriate stage of the school's parental complaints procedure. The school will contact you about this in due course.

Yours sincerely,

[name]
Chair of Governors

cc: Headteacher
Area Schools Officer, Haringey Council

Letter 3b

Restore permission after review by Chair of Governors (sent by Chair of Governors)

Dear [name]

On [date] I wrote to inform you that on the advice of the Headteacher I had temporarily withdrawn permission for you to come onto the premises of The Devonshire Hill Nursery and Primary School. To enable me to determine whether to confirm this decision for a longer period, I gave you the opportunity to give your written comments on the incident concerned by [date].

I have not received a written response from you / I have received a letter from you dated [date], the contents of which I have carefully considered.

In the circumstances, and after consulting further with the Headteacher, I have decided that it is not necessary to confirm the decision and I am therefore restoring to your permission to come on to the school premises, with immediate effect.

(Optional) I must warn you, however, that if it should become necessary in the future I shall not hesitate to withdraw permission for you to come onto the school premises once again.

Yours sincerely,

[name]
Chair of Governors

cc: Headteacher
Area Schools Officer, Haringey Council

Letter 4a

Continue ban after second review (sent by Chair of Governors)

Dear [name]

I wrote to you on [date] confirming that permission for you to come on to the premises of The Devonshire Hill Nursery and Primary School had been withdrawn until further notice. I also advised you I would take steps to review this decision by [date].

I have now completed the review. However, after consultation with the Headteacher, I have determined that it is not yet appropriate for me to withdraw my decision.

(Add brief summary of reasons).

I therefore advise that the instruction that you are not to come onto the premises of The Devonshire Hill Nursery and Primary School, without the prior knowledge and approval of the Headteacher remains in place until further notice. If you do not comply with this instruction I shall arrange for you to be removed 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.

I shall undertake a further review of this decision by [date] (insert review date which should be within a reasonable period and no longer than six months).

In the meantime, you can write to me with a statement of your views, which I will consider.

Yours sincerely

[name]
Chair of Governors

cc: Headteacher
Area Schools Officer, Haringey

Letter 4b

Restore permission after later review (sent by Chair of Governors)

Dear [name]

I wrote to you on [date] confirming that permission for you to come onto the premises of The Devonshire Hill Nursery and Primary School had been withdrawn until further notice. I also advised you I would take steps to review this decision by [date].

I have now completed the review. After consultation with the Headteacher I have decided that it is now appropriate to restore permission for you to come onto the school premises with immediate effect.

I trust that you will now work together with the school and there will be no further difficulties of the kind which made it necessary to restrict your access to the school premises.

I must warn you, however, that if it should become necessary in the future I shall not hesitate to withdraw permission for you to come onto the school premises once again.

Yours sincerely,

[name]
Chair of Governors

cc: Headteacher
Area Schools Officer, Haringey Council