

School letterhead to be used

Home Address to be inserted

Date to be inserted

**Step 1 Warning Letter**

Child's Name .....

Class.....

Dear Parent

Unfortunately we are writing to inform you that we have growing concerns with your child's behaviour. Sadly your child has broken the school rules on three occasions this academic year that has resulted in the school issuing you this letter of concern.

The school rules are as follows:

1. Always be gentle
2. Be kind and help others
3. Be honest
4. Work to the very best of your ability
5. Look after personal and school property
6. Listen to learn, achieve and stay safe.

Your child has 'broken' rules number .....

Please speak with your child about your expectations of his/her behaviour and attitude when in school.

It is also important that you know what will happen next should your child continue to break the school rules. The next steps will be as follows:

**Step 2** (Two more incidents totalling five incidents of concern) to invite you into school to meet with the Assistant Headteacher of the Phase your child is in to discuss and implement strategies to improve your child's behaviour.

**Step 3** (Two more incidents totalling seven incidents of concern) to invite you into school to meet with the Headteacher.

I hope that this will see the end of your child breaking the school rules and no further action will need to be taken.

Yours sincerely

Julie D'Abreu  
Headteacher

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**Step 2 Warning Letter**

Child's Name .....

Class.....

Dear Parent

Unfortunately we are writing to inform you that even after sending you Warning Letter 1 dated..... re your child's concerning behaviour we have not seen a clear improvement and he/she has continued to break the school rules as listed below.

The school rules are as follows:

1. Always be gentle
2. Be kind and help others
3. Be honest
4. Work to the very best of your ability
5. Look after personal and school property
6. Listen to learn, achieve and stay safe.

Your child has 'broken' rules number .....

A meeting with .....Assistant Head teacher has been arranged for

Date .....

Time.....

Place.....

It is very important that you attend this meeting, however if this is not convenient please call the school office within two days of receipt of this letter to reschedule.

Yours sincerely

Julie D'Abreu  
Headteacher

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**Step 3 Warning Letter**

Child's Name .....

Class.....

Dear Parent

Unfortunately we are writing to inform you that even after sending you Warning Letter 1 on ..... re your child's concerning behaviour and the Warning Letter 2 with the follow up meeting with the Assistant Headteacher that you attended on..... We have not seen the improvements in your child's behaviour that we expect. He/she has continued to break the school rules as listed below;

The school rules are as follows:

1. Always be gentle
2. Be kind and help others
3. Be honest
4. Work to the very best of your ability
5. Look after personal and school property
6. Listen to learn, achieve and stay safe.

Your child has 'broken' rules number .....

A meeting with Julie D'Abreu the Headteacher has been arranged for

Date .....

Time.....

Place.....

It is very important that you attend this meeting, however if this is not convenient please call the school office within two days of receipt of this letter to reschedule.

Yours sincerely

Julie D'Abreu  
Headteacher