Date

Mr/Ms - name of person directed

Address of person directed

Dear Mr/Ms - name of person directed

On date at [insert if relevant] approximately <time> at the premises of name of school **OR** at (use if conduct occurred outside premises of school), I am advised you engaged in inappropriate behaviour **OR** I observed you engage in inappropriate behaviour.
(Delete whichever option does not apply)

**My decision**

On the basis of the findings of fact outlined below, I am reasonably satisfied it is necessary to give a direction to you: [Delete before printing] - tick only the relevant boxes – double click in box, pick option: Check box

[ ]  to ensure the safety or wellbeing of other persons lawfully at the premises;

[ ]  to prevent or minimise damage to the premises or to property at the premises;

[ ]  to maintain good order at the premises;

[ ]  for the proper management of the institution.

Under Section 337 of the *Education (General Provisions) Act 2006* (the Act), I give you a direction in the following terms:

* on entering the school grounds you should proceed directly to the school office, sign in and wait there for the Principal (or the Principal’s nominated representative)
* you are not to go elsewhere in the school grounds or buildings without being accompanied by a staff member
* while on school premises you are not to enter classrooms or speak to teachers or students (except your own child), without consent of the Principal (or the Principal’s nominated representative)
* you are not to assault, threaten, harass, intimidate or annoy any person on school premises
* you must not raise your voice or use offensive language while on school premises
* you must not damage or destroy any property on school premises
* any concerns that you may have regarding interactions with staff, parents or students are given by meeting directly with the Principal (or the Principal’s nominated representative) by appointment only, and
* should you wish to discuss the educational progress of your child, you are to request an appointment through the Principal (or the Principal’s nominated representative).

[Delete before printing] These are standard directions that schools can rely upon. Schools should not add to or alter these conditions without discussing the alteration with the Legal and Administrative Law Branch first, except where the alteration is to remove one or more of the conditions entirely. No direction should be amended or added which would make entry to the school conditional or would directly or indirectly prohibit entry to the school.

This direction remains in force for a period of 30 days after the day it is given to you, until date and time direction expires, period to be not greater than 30 ordinary days after date this letter is physically handed to person or, if posted, when it would arrive in the ordinary course of post – a record must be kept about the manner and time when the notice is given.

If you breach this direction your breach will be reported to the police and you may be subject to prosecution and a fine of no more than 20 penalty units. Information about penalty units is available from https://www.qld.gov.au/law/crime-and-police/types-of-crime/sentencing-fines-and-penalties-for-offences/.

**Material considered**

In making my decision I considered the following material:

* Departmental procedure: Hostile people on school premises, willful disturbance and trespass
* Sections 337 & 338 *Education (General Provisions) Act 2006 (Qld)*
* A copy of number of witness statements from school staff / students / visitors concerning your behaviour at the school on date of incident
* Notes of conversation between [parties] on [date]
* etc

I have attached a redacted version of the material (to protect the privacy of individuals) for your consideration.

[Delete before printing] If your material consists of your own personal observations of an event and nothing else, then reduce your observations to a file note and attach the file note. Otherwise attached an edited version of relevant witness statements

**Findings of fact**

I am satisfied on the balance of probabilities that you engaged in the following inappropriate behaviour:

[Delete before printing - Outline in as much detail as possible the conduct complained of, including dates and times of when it occurred, details of where it occurred, and a verbatim account of any insults or foul language used. Do not use euphemisms. The following is an example of how this section should be completed –

* *At approximately 8.45am on Monday, 1 September 2015, you were standing on the veranda of C Block within the school grounds.*
* *One of the school’s students (Student A) walked into the school grounds with another student (Student B) and was below the veranda.*
* *You yelled at Student A using inappropriate and offensive language, namely saying words to the effect of ‘I know that you’ve been talking shit about XXXX in the past.’*
* *The student replied ‘No I haven’t.’*
* *You then threatened Student A saying in a raised voice words to the effect of ‘I know you have. You’re a bitch. If you talk to XXXX again I’ll bash you. You can tell your mother and I’ll tell her to fuck off as well.’*
* *A number of students of the school were present and hear you threatening Student A and using inappropriate and offensive language.*
* *Student A walked away and was crying. She reported the incident to a staff member.*
* *The staff member took the student to the office to report the incident to administration.*
* *At approximately 9.00 am, you were talking to your son’s teacher in his C Block classroom when the Deputy Principal approached you to discuss the incident. The Deputy Principal asked you whether there was an issue with Student A that you need some help with?*
* *You replied in a very aggressive way, again using inappropriate and offensive language, saying words to effect of ‘Student C was talking about XXXX and I’m sick of the five fucking girls (Students A and C and their sisters) talking about XXXX so I told Student A to tell her mother and she could tell her to fuck off because I hate Student A…..’*
* *The Deputy Principal advised you that your behaviour was inappropriate and that if you have concerns regarding a student’s behaviour you must raise your concerns with the class teacher or principal so that they can be dealt with according to the school’s behavioural management processes.*
* *You then walked away and refused to discuss the incident further.*
* *Despite the earlier intervention of the Deputy Principal, at approximately 2.45 pm later that day you again threatened Student A when she was near the front entrance to the school saying words to the effect of ‘If you go near XXXX, I’ll smash you and your sister.’*

[If relevant] Unfortunately, this is not the first occasion that you have engaged in inappropriate behaviour on school premises:

[Delete before printing] Insert details of previous written directions, informal warnings or other inappropriate behaviour at any school.

**Review process**

You may apply to have this direction reviewed, under Section 338 of the Act, by writing to:

Chief Executive’s delegate

Title

Address of Chief Executive’s delegate

The application for review must state in detail the grounds on which you want the direction to be reviewed and your residential address. The application must be received by the Chief Executive’s delegate within **seven days** after this direction is given to you.

If the direction is for fewer than seven days, the application must be received by the Chief Executive’s delegate before the direction ends. If the Chief Executive’s delegate does not tell you the outcome of your review within **five business days** of the application being made, the direction is taken to be cancelled.

Yours sincerely

Principal name

Principal

State School name