{Date}

{Student Full Name}

*For primary school students - send C/-parent and a copy to agent/ approved relative, where applicable.*

*For high school students – issue to the student and send a copy to parent/agent/approved relative.*

**BY EMAIL: {**[**name@email.com**](mailto:name@email.com)**}**

Or

**HAND DELIVERED**

*Post where the above options are not available*

Dear {student first fame}

**WARNING: Unsatisfactory behaviour**

I have received information that your behaviour has been unsatisfactory. I am writing to remind you that you must: *(choose only the relevant statements from the following – delete the rest)*

*School:*

* participate actively at school;
* take responsibility for your own behaviour and learning;
* respect other members of the school community and the school environment;
* cooperate with staff and others in authority;
* comply with school rules (as set out in our school’s responsible behavior plan);
* not drink alcohol, smoke, misuse prescription medication or use illegal drugs;
* not do anything that endangers your safety or the safety of other people; and
* not do anything that may bring your school or the international student program into disrepute.

*Homestay:*

* respect members of the homestay family, their property and the home environment;
* participate actively as a member of the homestay household;
* take responsibility for your own behaviour;
* comply with the homestay household rules;
* comply with the homestay provider’s decisions about your actions and welfare, including outings and curfews; and
* keep the homestay provider informed of your whereabouts, and remain contactable by them, at all times.

*Non-routine travel and activities (for homestay students):*

* obtain permission for all non-routine activities by submitting a completed International Student Programs (ISP) non-routine travel and activities form (**attached**);
* not undertake high-risk activities, without our permission, even if you have the permission of your parents or homestay provider;
* not be a passenger in a vehicle driven by an unlicensed driver;
* not be a passenger in a vehicle driven by a driver with a provisional driver’s licence (P plate) or a learner driver (L plate) unless you have the written permission of your parents and the school principal (or delegate);
* not drive a vehicle unless you obtain a Queensland driver’s licence, the vehicle is registered in yours or your parent’s name, the vehicle is subject to full comprehensive insurance that has coverage for an at fault driver and have the approval of your parents;
* only undertake driving lessons with a professional driving instructor and only with the permission of your parents.

Please be aware that Education Queensland International (EQI) may cancel your enrolment if you have unsatisfactory behaviour. This is stated in your Enrolment Agreement and Ongoing enrolment – Subclass 500 (schools) visa procedure (**attached**). This may effect on your student visa.

**Material considered**

* *this is a list of information/documents you have considered – don’t add commentary e.g., “record of phone conversation with your homestay provider Mr Smith on 26 “September 2016;*
* *list all the relevant documents e.g., OneSchool records, witness statements;*
* *it must be in chronological order;*
* *‘the findings of fact’ (below) are based on these document;*
* *all relevant documents (OneSchool records of contact, letter from international student coordinator, witness statements etc.) should be* **attached**.

**The facts**

* List your “findings of fact” – what, in your opinion, the student has done.
* Be specific – outline exactly what the student did, for example “on Thursday 30 June 2016 at first break you told Mrs. Smith, to “*shut up*””.
* In this section of the letter you tell the story, in order of events (earliest to latest). The story should make sense, so that a person not involved in this matter can read this letter and understand what the student has done.
* Explain what disciplinary consequences the student has been given (if any) e.g. a lunchtime detention.
* Insert details of any contact you/school staff has had with the student/parent/homestay provider to discuss the student’s behaviour.
* On {day} {month} {year} {name}, international student coordinator, met with her/him to discuss your unsatisfactory behaviour.
* Insert details of what was said/agreed to at the meeting.
* List any other relevant information for the student and their parent to consider.

**What happens next**

* You must attend a meeting at {time} on {day and date} at {location} with me and –
  + {Name}, International Student Coordinator
  + {Name}, Guidance Officer
  + {Name}, Teacher
  + {Name}, Deputy Principal.
* {Your parent/approved relative/homestay provider should attend this meeting with you.}
* If you are having problems at school, there are people at school who can help you. Make sure you ask for help from your [insert name and position e.g. English as an Additional Language/Dialect (EAL/D) teacher, guidance officer].
* If it is a personal problem you can speak to me, the school guidance officer or you might like to speak to:
  + {list support people and support services, for example-}
  + your parent
  + your homestay family
  + a doctor(*I can help you to find a local General Practitioner, if you don’t already have one*);
  + *Kids Helpline* [*https://kidshelpline.com.au/*](https://kidshelpline.com.au/) *or 1800 55 1800;*
  + *Lifeline* [*https://www.lifeline.org.au/*](https://www.lifeline.org.au/) *or 13 11 14;*
  + Beyond Blue[*https://www.beyondblue.org.au/*](https://www.beyondblue.org.au/) *or 1300 22 4636;*
  + *Headspace* [*www.headspace.org.au*](http://www.headspace.org.au)

*The Translating and Interpreting Service (TIS National) provided by the Department of Home Affairs may be available for some of these services, please see* [*https://www.tisnational.gov.au/en/Non-English-speakers/Frequently-Asked-Questions*](https://www.tisnational.gov.au/en/Non-English-speakers/Frequently-Asked-Questions) *for further information. You can contact TIS National on 131 450.>*

**Compassionate or compelling circumstances**

If compassionate or compelling circumstances apply (see your Enrolment agreement, **attached**) please tell me and bring any evidence (for example, medical certificates) to the meeting on {insert day and date from above}. Raising this with me, at your earliest opportunity, will allow school staff to support you.

{For high school students: This letter will be forwarded to your parents, so they are aware of your unsatisfactory behaviour.}

Should you have any concerns about this notice or if you or your parents have further information, evidence or materials you would like me to consider, please contact me, as soon as possible.

Yours sincerely

{signature block, including contact details}

{Name}

Principal (or delegate)

cc: parent/agent/approved relative/destination school (if applicable)/ Director, ISP /destination school if applicable

Attachments:

1. Enrolment Agreement.
2. Ongoing enrolment – subclass 500 (schools) visa procedure
3. OneSchool behaviour record
4. List any other attachments required