{Insert 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 name}

**Subject: Your wellbeing at {school name}**

Your immediate wellbeing is of concern and I seek to support you through the implementation of a care plan.

I understand that you are experiencing wellbeing challenges and this is having a negative impact on your educational program and homestay arrangements. With the correct care and support you may be able to address these challenges, improve your homestay experience and achieve your academic goals.

You need to maintain satisfactory attendance as a condition of your student visa. This is outlined in the International Student Programs (ISP) standard terms and conditions of your Enrolment agreement and Attendance – subclass 500 (schools) visa procedure (**attached**).

*At this stage seek to make no decision regarding the student’s enrolment or welfare unless advice has been sought and confirms that the student may be of further risk to themselves or others. Adjustments and strategies can be developed to support the student. Principals can contact Mental Health Coaches who provide leadership and direction in the planning and implementation of the State Schools’ Division priorities, particularly those in relation to* [*mental wellbeing*](https://intranet.qed.qld.gov.au/Students/mental-health-wellbeing/mentalhealthresourcehub).

**Material considered**

*This is a list of information/documents you have considered – do not add commentary.*

*List all documents in order of date and attach to this letter.*

*The facts outlined below are based on the materials considered.*

* Enrolment agreement dated {insert date signed by student/parents}.
* Your OneSchool attendance record (**attached**).
* OneSchool record of contact (attached).
* Letter from {name} regarding your school attendance, {date}

**The facts**

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 has happened and why you have issued this letter.

These facts are based on the documents listed above, under materials considered.

Insert details of any contact that you/school staff has had with the student/parent/homestay provider to discuss the student’s wellbeing. For example:

* On {day} {month} {year} {name}, the Guidance officer, met with you to discuss your suicidal thoughts and behavior or mental health, etc.
  + {Insert details of what was said/agreed to at the meeting.}

**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.
* We will assist you by developing a Student Plan to improve your health management. You and your parent will first need to give us consent so we can facilitate the plan ([SSMH 1 – Consent form](https://ppr.qed.qld.gov.au/attachment/ssmh1-form-consent-form.docx)). *Refer to* [*Fact sheet – Obtaining valid student or parent/carer consent*](https://ppr.qed.qld.gov.au/attachment/fact-sheet-obtaining-valid-student-or-parent-carer-consent.docx) *and the* [*Supporting students’ mental health procedure*](https://ppr.qed.qld.gov.au/pp/supporting-students-mental-health-and-wellbeing-procedure)*. In some cases an individual aged 16 years or over is presumed capable of giving consent.*
* {Your parent/approved relative/homestay provider should attend this meeting with you.}
* If you continue to have problems with your health at school and in homestay, there are people at school who can help you. Make sure you ask for help from your [insert name and position e.g. guidance officer or case manager].
* If it is a personal problem you can speak to me, the school guidance officer or you might like to contact: *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 [*http://headspace.org.au/*](http://headspace.org.au/)
    - Headspace – [information fact sheets for young people](https://www.headspace.org.au/young-people?category=6)
  + Queensland Health – [Suicide and crisis care](https://www.qld.gov.au/health/mental-health/suicide)
  + 1800 QSTUDY – International Student Hotline 1800 778 839

*The Translating and Interpreting Service (TIS National) provided by the Department of Immigration and Border Protection 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.*

* We may have to refer you to a clinical care provider and alternatively you may acquire a provider yourself: *Refer to the* [*Supporting students’ mental health procedure*](https://ppr.qed.qld.gov.au/pp/supporting-students-mental-health-and-wellbeing-procedure) *and consider completing the SSMH Form – Request for information from clinical care provider or SSMH3 Form – student referral to clinical care provider.*

**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 to achieve satisfactory attendance. A temporary suspension of your enrolment may be possible in compassionate or compelling circumstances.

Please remember that if your attendance falls below **80%** in any school term, in accordance with the EQI School Attendance Procedure (**attached**), EQI may report your unsatisfactory attendance to the Commonwealth Government and this may affect your student visa.

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

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/ Director, ISP / destination school if applicable

Attachments:

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