To be printed on school letterhead

Date

Regional Director name

Regional Director

Address

Fax Fax number

Dear Regional Director name

I am requesting that you support appropriate action being taken under ss 340and 340A of the *Education (General Provisions) Act 2006* against name of person of address of person.

I am of the opinion that s/he has:

Clearly state the grounds, facts, and circumstances for this request. Refer to section 340 of the Act.

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Pursuant to s.340A of the Act I am of the view that it would be appropriate for the Chief Executive [or Delegate] to make this direction rather than me because:[insert reasoning as to why it is appropriate for the Chief executive to make this direction rather than the school Principal – how would it breach the principles of natural justice for the school Principal to make this direction? For example: Is the subject person related to the Principal or a former romantic acquaintance of the Principal? Is the Principal a victim of an assault by the subject person?]

I ask that you support progression of my request to the Director-General [or delegate].

Please find attached the following information which is relevant to this matter:

1. An outline/description of incident/s that has triggered this request.

2. File notes, diary notes, letters and other records from me as Principal and/or other person/s relating to this or previous encounters.

3. Copies of any previous written directions under sections 336, 337, 339 and 340.

4. Witness statements.

5. History of police contact.

6. Other relevant material.

Thank you for your consideration of this matter.

Yours sincerely

Principal name

Principal

School name