Sample State School – Principal’s record of giving a s.339 direction

**Name of Principal giving direction:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of person given direction:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Identifying particulars of person given direction** **(if person is not known to Principal)**: (i.e photograph, confirmation by third party etc):

**When direction given:**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_

**It was necessary to give the direction because:**

[ ]  The person/s committed, or were about to commit, an offence at the premises, namely:

[ ]  The person/s used, or were about to use, threatening, abusive or insulting language towards another person at the premises, namely:

[ ]  The person/s engaged, or were about to engage, in threatening or violent behaviour towards another person at the premises, namely:

[ ]  The person/s otherwise disrupted, or were about to disrupt, good order at the premises, namely:

[ ]  The person/s did not have a good and lawful reason to be at the premises, namely:

**Content of direction (what was said by the Principal):**

**Evidence relied upon as basis for direction (insert detail here – what was said / done/ observed/ and by whom):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date