

Appendix 2: Model letters



Cantrell Primary and Nursery School

Head Teacher: Mrs D Weaver

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[Date]

Dear [insert name],

I refer to an incident that occurred on the school premises [insert date and time].

[Add summary of the incident and of its effects on staff, pupils and other parents.]

We believe staff, parents and children are entitled to a safe and protective environment in which to work. Behaviour that will cause harassment, alarm or distress to users of the premises is contrary to the school code of conduct. I must inform you that Cantrell Primary School will not tolerate conduct of this nature on its premises and will act to defend its staff and pupils.

I am therefore informing you that should the school staff have any further concerns about your behaviour, formal procedures will be followed.

Yours sincerely,

Mrs D Weaver (Headteacher)

