

Appendix 2: Model letters



Cantrell Primary and Nursery School

Head Teacher: Mrs D Weaver

Cantrell Road Bulwell

Nottingham

NG6 9HJ

Telephone: 0115 9155770

Facsimile: 0115 9155771

e-mail: admin@cantrell.nottingham.sch.uk

website: www.cantrell.nottingham.sch.uk

[Date]

Dear [insert name],

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

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 have already contacted you on [insert date] and I am therefore informing you that should the school staff have any further concerns about your behaviour, you will be asked not to enter the premises and you could be prosecuted under Section 547 of the Education Act 1996. If convicted under this section, you will be liable for a fine up to £500 and you could also place your tenancy agreement in jeopardy if you are a tenant of Nottingham City Homes.

Yours sincerely,

Mrs D Weaver (Headteacher)

