

Expulsion of Student Notice of Intention to Parents and Carers – sample letter [remove before circulating]

[Insert school letterhead]

[Date]

Dear [parent/carer name]

Following your conversation with [name, title], this letter is written confirmation in relation to the intention to proceed with the expulsion of [student name].

Based on the behaviour demonstrated by [student name], and through a thorough process of investigation and deliberation, I have determined that it is appropriate under the circumstances to withdraw [student name]'s enrolment from [school name].

As outlined in previous discussions, the decision to pursue expulsion at this time is based on the following:

Ground/s for expulsion: [Insert relevant grounds]
Reason/s for expulsion: [Insert details of behaviour and relevant interventions]

Next steps

Prior to confirmation of the expulsion, you are requested to attend a meeting (at school or online) to discuss this matter and any other issues related to the wellbeing of [student name].

At the Program Support Group (PSG) meeting, we will:

- discuss the reasons for expulsion in more detail
- discuss the potential alternative school/setting options that you may wish to pursue
- provide relevant information to share with the new education setting (in line with the MACS Privacy Policy).

In the event you choose not to meet with [principal name] at this time, we have the right to proceed with the expulsion process without having the benefit of hearing from [student name] and yourselves.

You can invite someone to the meeting to support you (see [Parent Guide to Program Support Groups](#) for more information). For example, a family member, friend, social worker, support worker, advocate, interpreter or other relevant person. If you would like to invite someone to the meeting, please provide me with details of your support person and let me know when I contact you to arrange the meeting.



If you would like me to arrange an interpreter for the meeting, please let me know when I contact you to arrange the meeting.

Yours sincerely

[Principal or delegate]

Expulsion of Students

Information for parents and carers



Melbourne Archdiocese
Catholic Schools

This information sheet explains when and how a school may consider expelling a student, and what steps are involved. Expulsion is a serious decision and is only used in exceptional circumstances.

What is an expulsion?

An **expulsion** involves the termination of the contract entered into at the time of the enrolment by the parent or carer.

Why might an expulsion be considered?

The principal may consider an expulsion when a student has met one or more of the grounds for expulsion. This is reserved for **exceptional circumstances** and is only considered when:

- previous behavioural supports and reasonable adjustments have not been successful, and the student has continued to place themselves, other students, staff or members of the school community at risk
- the student has continued to display behaviours of concern following a suspension.

Grounds for expulsion

The grounds for expulsion include when a student:

- has **breached the school's enrolment agreement**, including but not limited to the MACS Student Code of Conduct, Student Behaviour Support Policy, Student Bullying Prevention and Response Policy, and ICT Acceptable Usage Policy – Students, **which is determined to be sufficiently serious**
- behaves in a way that poses a **serious risk to the health, wellbeing or safety** of any person
- verbally or physically abuses** another student, staff member or member of the community
- engages in behaviour that **vilifies, defames or humiliates** another person who is identified or perceived by reference to any characteristics protected under the Equal Opportunity Act
- does not comply with a **clear and reasonable instruction** from a staff member which disrupts class activities or places a person at risk
- causes significant damage** or destruction to property
- brings an item to be used as a **weapon** onto school property
- commits, attempts to commit or is knowingly involved in the **theft of property**
- possesses, uses or sells, or deliberately assists another person to possess, use or sell, **illicit substances or weapons**
- commits a serious offence which **jeopardises the safety or security** of other members of the school community, or which has the potential to seriously harm individuals and/or the reputation of the school
- engages in **cyberbullying**, exchanges violent imagery or text, and/or inappropriately uses artificially generated materials and/or deepfakes within online environments against others regardless of where the content was created

- (l) engages in **inappropriate conduct** with, or in relation to, staff online or on social media platforms
- (m) is alleged to have **broken the law**
- (n) engages in behaviour that **consistently disrupts the learning environment or impacts the safety and wellbeing** of others, despite existing supports and reasonable adjustments.

The grounds for expulsion also include **other exceptional circumstances** requiring approval from the MACS General Manager (Region).

If the principal decides to proceed with an expulsion, what happens next?

Initial consultation

The principal will:

- consult with the relevant MACS regional office for advice
- notify you verbally that a behaviour incident has occurred. They may inform you at this time that the suspension process has also been initiated
- inform you in writing of the incident and invite you to a meeting.

Meeting with parents and carers

- The purpose of the meeting is for the principal to outline the allegations and proposed expulsion, and to allow you and your child to respond.
- The meeting will be accessible and culturally safe.
- A support person is welcome to attend.
- Following the meeting, the principal may provide you with an opportunity to provide further information in writing.
- If you choose not to attend the meeting, the principal will continue the decision-making process without the benefit of hearing from you. A summary of the key points discussed at the meeting will be shared with you.
- Following receipt of further information, the principal will consider:
 - if the proposed expulsion is a reasonable and proportionate response to the behaviour
 - if the proposed expulsion is an appropriate or reasonable intervention
 - the behavioural history, age and educational needs of the student, and any vulnerabilities.

Outcome and next steps

- The principal will consult again with the MACS regional office prior to determining an outcome.
- The principal will communicate their decision to you in writing and include reference to:
 - the grounds for expulsion
 - the allegations
 - the information they have considered as part of the expulsion process
 - the behavioural history, age and educational needs of the student, and any vulnerabilities.
- If an expulsion decision is reached:
- Your child will continue to receive **learning and wellbeing support** from the school until the enrolment contract is terminated.

- The principal may support the student's transition by sharing relevant information with the new education setting.

How can I lodge a complaint about the procedural fairness of the decision to expel my child?

If you believe the principal has not provided procedural fairness as per the Suspension, Negotiated Transfer and Expulsion of Students Procedures, you may lodge a complaint via the [MACS Complaints Resolve Form](#).

For more information regarding the resolution process, refer to the [Complaints Handling Policy for MACS Schools](#).