

# Suspension of Student Notice 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 suspension of [student name].

## Details of the suspension

- **Reason:** [Insert a brief description of the grounds for the suspension].
- **Duration:** [Insert number] days. The suspension will start on [insert date].
- **Expected return date:** [Insert date].

[Delete section according to internal/external suspension]

As this is an **external suspension**, [student name] is not permitted to enter the school grounds during this time, except for a return to school meeting or with written approval from myself. Supervision and duty of care for [student name] during the period of external suspension will rest with you as the parent or carer.

As this is an **internal suspension**, [student name] will be required to attend school, however, will not be participating in or attending scheduled classes or activities for the duration of the suspension. They will be provided with a safe and supervised space for learning.

## Learning arrangements

[Delete sections according to the number of days of suspension]

As the suspension has been issued for **three days or less**, learning material and support will be provided for [student name] in the following manner: [Insert details of how learning materials will be provided, and any further information regarding schoolwork access and submission].

As the suspension has been issued for **more than three days**, the school will develop a Student Absence Learning Plan and Return to School Plan for [student name].

As the suspension has been issued for **more than five days**, the school will provide [student name] with a Student Absence Learning Plan and Return to School Plan, and has assigned [insert assigned teacher name] as the primary point of contact for [student name] and yourself.

## Next steps

Prior to [student name] returning to school, you are requested to attend a meeting to discuss this matter and other issues related to the wellbeing of [student name].

At the return to school meeting, we will:

- talk about the reasons for suspension in more detail and the intended outcome
- plan [student name]'s return to school, including the Return to School Plan (if suspension has been more than three days)
- work together on a Student Behaviour Support Plan. The purpose of the plan is to support [student name]'s safe and positive behaviour in future.

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]

# Suspension of Students

## Information for parents and carers



Melbourne Archdiocese  
Catholic Schools

### What is a suspension?

A suspension is a formal process where a student is **temporarily removed** from their usual learning environment due to serious behavioural concerns.

The purpose of suspension is not punishment; it is an opportunity for the school, the student and their family to review what happened, and to work together on a restorative plan that supports positive behaviour and wellbeing.

### Why might a student be suspended?

The principal may suspend a student if they meet the grounds for suspension.

The primary focus of a suspension is to enable a collaborative review of the factors influencing the student's behaviour and to work together to reach a restorative outcome.

### Grounds for suspension

The grounds for suspension include when a student:

- (a) 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
- (b) behaves in a way that poses a **serious risk to the health, wellbeing or safety** of any person
- (c) **verbally or physically abuses** another student, staff member or member of the community
- (d) 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
- (e) does not comply with a **clear and reasonable instruction** from a staff member which disrupts class activities or places a person at risk
- (f) **causes significant damage** or destruction to property
- (g) brings an item to be used as a **weapon** onto school property
- (h) commits, attempts to commit or is knowingly involved in the **theft of property**
- (i) possesses, uses or sells, or deliberately assists another person to possess, use or sell, **illicit substances or weapons**
- (j) 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
- (k) 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.

## Types of suspension

- **Internal suspension:** The student remains at school, but does not attend regular classes or activities. They are supervised in a safe space.
- **External suspension:** The student stays at home and does not attend school for a set period.

## How long can a suspension last?

A student can be suspended for:

- **up to five consecutive school days** without additional approval
- **longer than five days** with approval from the MACS General Manager (Region).

A student cannot be suspended for **more than 15 school days in a school year** without approval.

## What happens during a suspension?

- The school will provide learning tasks for your child to complete at home.
- The principal will review existing support plans; for example, their Student Behaviour Support Plan and Student Safety Plan.
- A Program Support Group (PSG) may be formed or consulted to plan next steps.

## Return to school

Before your child returns:

- a return to school meeting will be held with you, your child and relevant staff
- a Return to School Plan will be developed
- behaviour and safety plans will be updated to support your child's successful reintegration.

## Questions or support

If you have any questions or need support during this process, please contact the school office or your dedicated school contact.