<Date>

<Student Full Name>

*(For primary school students: send only to parent (direct or via agent) and also approved relative, where applicable. High school students should be given this letter with a copy to parent/ approved relative by email.)*

**BY EMAIL: <**[**name@email.com**](mailto:name@email.com)**>**

Or

**HAND DELIVERED**

(***BY POST: <insert postal address>*** *where the above options are not available*)

Dear <Student First Name>

**AT RISK NOTIFICATION: Unsatisfactory behaviour**

Your enrolment in <course name> with <School Name> commenced on <date>. As part of the pre-arrival and orientation program you were informed about the Behaviour Policy as stated in the International Student Programs (ISP) standard terms and conditions of your Enrolment agreement (**attached**). I have received information that your behaviour has been unsatisfactory. I am writing to remind you that you must: *(choose only the relevant statements from the following – delete the rest)*

School:

* participate actively at school;
* take responsibility for your own behaviour and learning;
* respect other members of the school community and the school environment;
* cooperate with staff and others in authority;
* comply with school rules (as set out in our school’s responsible behavior plan);
* not drink alcohol, smoke, vape, misuse prescription medication or use illegal drugs;
* not do anything that endangers your safety or the safety of other people; and
* not do anything that may bring your school or the international student program into disrepute.

Homestay:

* respect members of the homestay family, their property and the home environment;
* participate actively as a member of the homestay household;
* take responsibility for your own behaviour;
* comply with the homestay household rules;
* comply with the homestay provider’s decisions about your actions and welfare, including outings and curfews; and
* keep the homestay provider informed of your whereabouts, and remain contactable by them, at all times.

Travel and Activities (for homestay students):

* obtain permission for all non-routine activities by submitting a completed travel and activities form (**attached**);
* not undertake high-risk activities, without our permission, even if you have the permission of your parents or homestay provider;
* not be a passenger in a vehicle driven by an unlicensed driver;
* not be a passenger in a vehicle driven by a driver with a provisional driver’s licence (P plate) or a learner driver (L plate) unless you have the written permission of your parents and the school principal (or delegate);
* not drive a vehicle unless you obtain a Queensland driver’s licence, the vehicle is registered in yours or your parent’s name, the vehicle is subject to full comprehensive insurance that has coverage for an at fault driver and have the approval of your parents;
* only undertake driving lessons with a professional driving instructor and only with the permission of your parents.

Please be aware that EQI may cancel your enrolment if you have unsatisfactory behaviour. This is stated in your Enrolment Agreement and Student management – Subclass 500 (schools) visa procedure (**attached**). This may affect your student visa.

Material considered

* *this is a list of information/documents you have considered – don’t add commentary e.g., “record of phone conversation with your homestay provider Mr Smith on 23 April 2024”;*
* *list all the relevant documents e.g., OneSchool records, witness statements;*
* *it must be in chronological order;*
* *‘the findings of fact’ (below) are based on these document;*
* *all relevant documents (OneSchool records of contact, letter from international student coordinator, witness statements etc.) should be* ***attached****.*

The facts

* *List your “findings of fact” – what, in your opinion, the student has done.*
* *Be specific – outline exactly what the student did, for example “on Thursday 18 April 2024 at first break you told Mrs. Smith, to “shut up””.*
* *In this section of the letter, you tell the story, in order of events (earliest to latest). The story should make sense, so that a person not involved in this matter can read this letter and understand what the student has done.*
* *Explain what disciplinary consequences the student has been given (if any) e.g., a lunchtime detention.*
* *Insert details of any contact you/school staff has had with the student/parent/homestay provider to discuss the student’s behaviour.*
* *On <day> <month> <year> <name>, international student coordinator, met with her/him to discuss your unsatisfactory behaviour.*
* *Insert details of what was said/agreed to at the meeting.*
* *List any other relevant information for the student and their parent to consider.*

What happens next

You must attend a meeting at <time> on <day and date> (*must be within 10 working days of issuing this letter*) at <location> with me and:

* <Name>, International Student Coordinator
* <Name>, Guidance Officer
* <Name>, Teacher
* <Name>, Deputy Principal.

We will assist you by developing a plan to improve your behaviour.

<Your parent/approved relative/homestay provider should attend this meeting with you>.

If you are having problems at school, there are people at school who can help you. Make sure you ask for help from your <insert name and position e.g., subject teacher, English as an Additional Language/Dialect (EAL/D) teacher, guidance officer>.

If it is a personal problem you can speak to me or the school guidance officer at school or you might like to contact:

* <list support people and support services, for example->
* your parent
* your homestay family
* a doctor *(I can help you to find a local general practitioner, if you don’t already have one)*;
* Kids Helpline [*https://kidshelpline.com.au/*](https://kidshelpline.com.au/) or 1800 55 1800
* Lifeline [*https://www.lifeline.org.au/*](https://www.lifeline.org.au/) or 13 11 14
* Beyond Blue [*https://www.beyondblue.org.au/*](https://www.beyondblue.org.au/) or 1300 22 4636
* Headspace [*http://headspace.org.au/*](http://headspace.org.au/)
* *The Translating and Interpreting Service (TIS National) provided by the Department of Home Affairs may be available for some of these services, please see* [*https://www.tisnational.gov.au/en/Non-English-speakers/Frequently-Asked-Questions*](https://www.tisnational.gov.au/en/Non-English-speakers/Frequently-Asked-Questions) *for further information. You can contact TIS National on 131 450.*

Compassionate or compelling circumstances

If compassionate or compelling circumstances apply (see your Enrolment agreement (**attached**), please tell me and bring any evidence (for example, medical certificates) to the meeting on <insert day and date from above>. Raising this with me, at your earliest opportunity, will allow school staff to support you.

*(For high school students, keep the following text) This letter will be forwarded to your parents, so they are aware of your school attendance.*

Should you have any concerns about this notice or if you or your parents have further information, evidence or materials you would like me to consider, please contact me, as soon as possible.

Yours sincerely

<Name>

Principal (or delegate)

<School Name>

<Signature block, with contact phone number>

*(cc: parent/agent/approved relative/ISP case officer/ destination school if applicable)*

Attachments:

1. ISP standard terms and conditions
2. Enrolment Agreement.
3. Student management – Subclass 500 (schools) visa procedure
4. *List any other attachments e.g. OneSchool record of contact*