### Name

Address

Dear Ms / Mr / Mrs Surname

On date at approximately <time> at the premises of name of school **OR** at (use if conduct occurred outside premises of school), I am advised you engaged in inappropriate behaviour **OR** I observed you engage in inappropriate behaviour.
(Delete whichever option does not apply)

I have considered if I should make a direction under section 337 of *the Education (General Provisions) Act 2006* (the Act) about your conduct and movement at the school premises for [insert period **up to** 30 calendar days] days.

In making this decision, I have given proper consideration to relevant human rights, including your right to freedom of movement, under section 19 of the *Human Rights Act 2019.* I am satisfied that this decision is compatible with human rights.

**My decision**

On the basis of the material and the findings of fact outlined below, I am reasonably satisfied it is necessary to give a direction to you: [Of the grounds below as listed in the legislation, delete whichever does not apply]

* to ensure the safety or wellbeing of other persons lawfully at the premises;
* to prevent or minimise damage to the premises or to property at the premises;
* to maintain good order at the premises;
* for the proper management of the institution.

Under section 337 of the Act, I give you a direction in the following terms: [Delete any that do not apply]

* on entering the school premises you should proceed directly to the school office, sign in and wait there for the Principal (or the Principal’s nominated representative)
* you are not to go elsewhere in the school premises or buildings without being accompanied by a staff member
* while on school premises you are not to enter classrooms or communicate to teachers or students (except your own child), without consent of the Principal (or the Principal’s nominated representative)
* you are not to assault, threaten, harass, intimidate or annoy any person on school premises
* you must not raise your voice or use offensive language or gestures while on school premises
* you must not damage or destroy any property on school premises
* if you have any concerns, please arrange an appointment with the Principal (or the Principal’s nominated representative), and
* when you wish to discuss the educational progress of your child, you are to request an appointment through the Principal (or the Principal’s nominated representative).

[Delete red text before printing] These are standard directions that schools can rely upon. Schools should not add to or alter these conditions without discussing the alteration with Statewide Operations first, except where the alteration is to remove one or more of the conditions entirely. No direction should be amended or added which would directly or indirectly prohibit entry to the school.

This direction remains in force for a period of XX days after the date on which it is given to you. [Delete red text before printing] insert date and time direction expires, period to be up-to but not greater than 30 calendar days after date this letter is physically handed to person or, if posted, when it would arrive in the ordinary course of post – a record must be kept about the manner and time when the notice is given.

You must comply with this direction, unless you have a reasonable excuse. If you breach this direction your breach will be reported to the police and you may be subject to prosecution and a fine of no more than 20 penalty units. Information about penalty units is available from https://www.qld.gov.au/law/crime-and-police/types-of-crime/sentencing-fines-and-penalties-for-offences/.

**Material relied upon**

In making my decision, I considered the following material:

* Section 337 (found at

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2006-039#sec.337>) [A hard copy of the relevant section of legislation must be provided]

* Departmental procedure *Directions and orders - Managing inappropriate and hostile conduct (*found at

[https://ppr.qed.qld.gov.au/pp/managing-inappropriate-and-hostile-conduct-procedure](https://ppr.mpe.qed.qld.gov.au/pp/managing-inappropriate-and-hostile-conduct-procedure)) [A hard copy of the procedure must be provided]

* A copy of number of witness statements from school staff / students / visitors concerning your behaviour at the school on date of incident
* Notes of conversation between [parties] on [date]
* [Etc. such as Photographs of…, CCTV footage showing… (Note: a copy of material evidence relied upon must be provided)
* [List any other materials relating to the incident that occurred on that particular date e.g., information released from QPS to be used as evidence]
* [List any other previous direction issued to the person] A copy of a direction given to you pursuant to section 337 of the Act dated date

I have attached a redacted version of the material (to protect the privacy of individuals) for your consideration.

[Delete red text before printing] If your material consists of your own personal observations of an event and nothing else, then reduce your observations to a file note and attach the file note. Otherwise attach an edited version of relevant witness statements.

**Findings of fact**

On the basis of the material set out above, I am satisfied that you engaged in the following inappropriate behaviour:

[Delete red text before printing - Outline in as much detail as possible the facts forming the basis for the ground/s for the direction, including dates and times of when it occurred, details of where it occurred, and a verbatim account of any insults or foul language used. Do not use euphemisms. The following is an example of how this section should be completed

* *At approximately 8.45am on Monday, 1 September 2021, you were standing on the veranda of C Block within the school grounds.*
* *One of the school’s students (Student A) walked into the school grounds with another student (Student B) and was below the veranda.*
* *You yelled at Student A using inappropriate and offensive language, namely saying words to the effect of ‘I know that you’ve been talking shit about XXXX in the past.’*
* *The student replied ‘No I haven’t.’*
* *You then threatened Student A saying in a raised voice words to the effect of ‘I know you have. You’re a bitch. If you talk to XXXX again I’ll bash you. You can tell your mother and I’ll tell her to fuck off as well.’*
* *A number of students of the school were present and heard you threatening Student A and using inappropriate and offensive language.*
* *Student A walked away and was crying. She reported the incident to a staff member.*
* *The staff member took the student to the office to report the incident to administration.*
* *At approximately 9.00 am, you were talking to your son’s teacher in his C Block classroom when the Deputy Principal approached you to discuss the incident. The Deputy Principal asked you whether there was an issue with Student A that you needed some help with?*
* *You replied in a very aggressive way, again using inappropriate and offensive language, saying words to effect of ‘Student C was talking about XXXX and I’m sick of the five fucking girls (Students A and C and their sisters) talking about XXXX so I told Student A to tell her mother that she could fuck off because I hate Student A…..’*
* *The Deputy Principal advised you that your behaviour was inappropriate and that if you have concerns regarding a student’s behaviour you must raise your concerns with the class teacher or principal so that they can be dealt with it according to the school’s behavioural management processes.*
* *You then walked away and refused to discuss the incident further.*
* *Despite the earlier intervention of the Deputy Principal, at approximately 2.45 pm that day you again threatened Student A when she was near the front entrance to the school saying words to the effect of ‘If you go near XXXX, I’ll smash you and your sister.’*]

[If relevant] Unfortunately, this is not the first occasion that you have engaged in inappropriate behaviour on school premises: [Delete before printing] Insert details of previous written directions, informal warnings or other inappropriate behaviour at any school.

**Application for review**

You may apply for a review of this decision under section 338 of the Act, by writing to:

[Insert name, title, address and email of relevant [delegate](https://ppr.mpe.qed.qld.gov.au/delegation/education-general-provisions-act-2006-director-general-delegations.pdf)] (Note: usually the Regional Director)

Your application must be in writing and be received within **seven calendar days** after you have been given this direction. Your application must state the grounds on which you want the direction to be reviewed and and include your residential address.

If the direction is for fewer than seven days, the application must be received by the [Insert name, title, address and email of relevant delegate] before the direction ends. If the [Insert name, title, address and email of relevant delegate] does not tell you the outcome of your review within **five business days** of the application being made, the direction is taken to be cancelled.

Yours sincerely

**Principal name**

**Principal**

**State School name**

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Enc.

CC: