Insert School Logo

Department of Education

NAME OF SCHOOL

**Instrument of Authorisation**

**Requirement to tell a student about a suspension under Chapter 12,  
Part 3, Division 2 of the *Education (General Provisions) Act* *2006* (‘EGPA’)**

I, (NAME OF PRINCIPAL), Principal of (NAME OF SCHOOL), **authorise** the persons who are from time to time the holders of the position of (Deputy Principal, Head of School, Head of Campus) at this school to tell a student on my behalf of my decision to suspend the student under section 281 of the EGPA.

A (Deputy Principal, Head of School, Head of Campus) who tells a student of my decision to suspend that student, acts in my name.

The effect of this authorisation is that a suspension of a student under section 281 of the EGPA will start when a (Deputy Principal, Head of School, Head of Campus) tells the student about my decision, as per section 283(2) of the EGPA.

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NAME OF PRINCIPAL DATE

NAME OF SCHOOL

QUEENSLAND DEPARTMENT OF EDUCATION

Insert School Logo

Department of Education

NAME OF SCHOOL

**Instrument of Authorisation**

**Requirement to tell a student about a suspension and exclusion under Chapter 12, Part 3, Division 3 of the *Education (General Provisions) Act* *2006* (‘EGPA’)**

I, (NAME OF PRINCIPAL), Principal of (NAME OF SCHOOL), **authorise** the persons who are from time to time the holders of the position of (Deputy Principal, Head of School, Head of Campus) at this school to tell a student on my behalf of my decision to suspend the student under section 293 of the EGPA.

I further authorise the persons who are the holder of the position of (Deputy Principal, Head of School, Head of Campus) to tell a student on my behalf of my decision not to exclude that student under section 295(2)(a) of the EGPA. This authorisation includes telling the student that their suspension under section 293 has ended and the student may resume attendance at the school.

A (Deputy Principal, Head of School, Head of Campus) who tells a student of my decision to suspend that student and/or my decision about their exclusion, acts in my name.

The effect of this authorisation is as follows:

* a suspension of a student under section 293 of the EGPA will start when a (Deputy Principal, Head of School, Head of Campus) tells the student about my decision, as per section 293(3) of the EGPA;
* when a (Deputy Principal, Head of School, Head of Campus) tells a student about my decision not to exclude the student, and that the student’s suspension has ended, and the student may resume attendance at the school, the student has been told in satisfaction of section 295(2)(a) of the EGPA.

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NAME OF PRINCIPAL DATE

NAME OF SCHOOL

QUEENSLAND DEPARTMENT OF EDUCATION