

Unacceptable Behaviour Letter

Date:.....

Dear Parent/Carer of

Your child has been involved in a behaviour incident today.

Your child was:

- ☐ Sent out for 5 minutes
- ☐ Sent out for the remainder of the lesson
- ☐ Missed 5 minutes of playtime/lunchtime
- ☐ Missed the remainder of playtime/lunchtime

This letter is for:

- ☐ **Information only:** please discuss the incident with your child.
- ☐ **Please make an appointment to see your child's class teacher.**
Ways to improve behaviour will be discussed. (3 incidents in 1 week/
sent to see a Senior teacher/ sent to see the Head teacher)

Please be aware that if your child receives three unacceptable behaviour letters, within a half term, they will miss their next privilege- e.g clubs, trips, parties, theme day etc.

Yours sincerely,

..... Class Teacher Date:

.....
Please sign and return this slip to confirm that you received this letter.

Date:

Name of child:

Signed.....

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