



First Behaviour Letter- Child repeatedly breaking rules

Stage 3

Date

Dear [insert parents name],

Following our earlier discussion / communication, we wanted to make you aware that your child's behaviour has continued to cause concern. [Insert brief description of the behaviour incidents]

As you will appreciate, this behaviour doesn't adhere to our rules or values at Hanley St Luke's.

As per our behaviour policy, we are informing you that this incident has occurred as Stage 3 of our behaviour protocol.

We would be grateful if you could continue to discuss [insert child's name] behaviour with him to ensure a consistent message between school and home.

Following this letter, if rapid improvements are still not seen, the next stage would be that your child is placed on report and you will be invited into school for a meeting with staff.

Please do not hesitate to contact me if you would like to discuss this further.

Yours sincerely,

CLASS TEACHER