



**Keeping our schools safe from abuse, threats and violence  
Policy and Guidance**

**Approved by Directors : July 2020**

**Review date : July 2022**

This guidance aims to assist Principals, Governors and Directors in cases where the behaviour of visitors to the school gives cause for concern.

In particular the guidance deals with the situations where visitors are being threatening, abusive or aggressive toward other members of the school community. Such behaviour cannot be tolerated. Staff and students have a right to expect their school to be a safe place in which to work and learn. This document includes a range of possible measures that can be taken to ensure appropriate protection for schools.

At all times the common purpose remains clear; to achieve zero tolerance of violence, threatening behaviour or abuse in schools/colleges, and to ensure all members of the school community, and all visitors to the school, can be confident that they are operating within a safe environment.

In this guidance the word parent is extended to include individuals who have care of the child whether or not s/he is the natural parent or has parental responsibility for the child. This includes step parents.

Where an individual does not fall within this definitions, the principles of this guidance will still be applied.

### **Summary**

Day to day access to a school is within the control of the Principal. Normally parents are granted 'limited licence' to visit the grounds and buildings of a school.

Our schools/college has established procedures which set out the acceptable purposes for such visits; the areas of the school that may be entered at particular times; the standard of behaviour expected. Etc.

Where there is a breach of such procedures the school needs to respond in a measured way, depending on the seriousness of any inappropriate conduct.

### **Risk Assessments**

In the event of a parent behaving in an inappropriate way, each situation will be considered individually by the Principal or a designated member of staff (usually Senior Leadership Team). The following factors must be taken into account as a risk assessment, before deciding on the most appropriate course of action:

- Has the parent been verbally aggressive/threatening/intimidating?
- Has the parent been physically aggressive/threatening/intimidating?
- What evidence is there? What do witnesses say happened?
- Does the parent have a known previous history of aggression/violence?
- Do members of the school staff/community feel intimidated by the parent's behaviour
- Have pupils witnessed aggressive/threatening/intimidating behaviour from the parent?
- Have pupils been approached inappropriately by the parent?
- Has the parent been abusive to school staff, pupils or visitors?
- Has the parent been persistently abusive to school staff, pupils or visitors?
- Was the parent provoked in **any** way prior to their behaviour and/or does the parent claim to have been provoked?
- Is there evidence of provocation?
- How frequently have the behaviours occurred?
- Is there a risk (low, medium or high) that the behaviour may be repeated?

## **Options for Principals**

After evaluating all available information, and any other relevant factors, there are several actions the Principal take. These can include:

### ***Inviting the parent to a meeting to discuss events***

This can be used where a planned and structured meeting has either not been held before or has previously been productive. Skilled facilitators may need to be used. A full restorative meeting may be considered, but if it is not safe to bring all the parties together at a meeting, a restorative process can still take place through the exchange of information. The safety and well-being of those attending such a meeting must be carefully considered. It is strongly recommended that members of school staff should be accompanied by at least one other colleague at any such meeting. Consideration should be given to the seating arrangements, and care taken to ensure exits cannot be blocked by a parent who could potentially become aggressive. The main points of discussion and any agreed actions should be noted, and a follow-up letter sent to confirm the school's expectations and any agreed actions. Some parents may covertly record meetings and then seek to use the information obtained to support their case, and therefore schools should state explicitly that information obtained without permission will not be permissible.

### ***Clarifying to the parent what is considered acceptable behaviour by the school***

In some instances it may be appropriate simply to ensure the parent is clear about behaviour standards expected by the school. This could be explained at a meeting, or by letter, however any verbal explanation should be followed by a written confirmation of the discussion and the standards of behaviour outlined.

### ***Forming strategies to manage future situations of potential conflict***

It is sometimes possible to identify situations of potential conflict and to plan for these in a way that minimises potential risks. For example, where a parent persistently engages in arguments with staff in corridors at the beginning or end of the school day, the parent could be informed that any discussions with school staff must be held by prior appointment. Alternatively, the parent may be asked not to approach the class teacher, but should instead arrange to meet the Principal (or other member of the senior leadership team), who will deal with their concerns. In more serious cases a further option may be to advise the parent that in future their concerns should be dealt with by written communication. Any such arrangements should be confirmed in writing to the parent.

### ***Withdrawing permission for the parent to enter the school site and/or buildings***

In more serious cases of actual or threatened aggression/violence, or persistent abuse/intimidation, Principal's may need to consider whether it is safe for the parent to continue to come onto the school site or enter the buildings.

The issuing of a ban with a review after a fixed period or a ban without review.

A legal case in 1999, involving Wandsworth London Borough Council, established:

1. That the parent of a school child has a licence to enter the child's school premises.
2. That the licence may be terminated, but that public law requires that the parent must first be given an opportunity to make representations about this.
3. That failure to afford an opportunity to make representations would provide a defence against any subsequent proceedings for trespass (if the ban is breached).

Model letters are attached as **Appendix C** to this document, and are provided for Principals to adapt as necessary.

### **Calling for police assistance**

In an emergency, police assistance should be sought. In cases where a ban is in place but is ignored and the person comes onto the school site, the police should be notified immediately. (Staff will need to be aware of the ban and have agreed procedures in place should the person come onto the school site).

In situations where there is no immediate threat to staff, pupils, other members of the school community or the school's/college's property, Principals may still wish to make their local community police officer aware of the situation.

The police could give consideration to warning the offender of formal action, which may include legal proceedings.

### **The Banning Process**

The Principals will need to assemble the full facts before proceeding, making sure that all those involved in any incidents, or witnesses to those incidents, make a full written record as soon as possible.

Crucial elements:

- Write to parent to record in detail the incident and why it is unacceptable;
- Explain that the Academy Committee will consider banning the parent, giving the parent a period in which they may respond in writing giving their version and why they should not be banned;
- Tell the parent when a decision is made.

### **The length of a ban**

The ban should be finite in length, as only the most serious misconduct would justify an indefinite ban. The duration needs to be sufficient to convey a clear message about the seriousness of the associated misconduct, but not so long as to be disproportionate. The aim should always be to resort 'normal' relations as soon as reasonably practicable.

Even if a ban is permanent it should be reviewed periodically, taking account of subsequently demonstrated patterns of behaviour.

### **Parental Rights**

Every attempt should be made to maintain normal communications with parents, including giving them the opportunity to participate in elections for parent representatives.

Even where a parent has been banned from the college/school premises, they retain their right to an annual consultation in relation to the educational progress of their child/ren. However, the school may determine who will be present at the meeting and its location. THE interests of the child should continue to be paramount.

### **Model Incident Report Form**

This is attached as Annex II. It should be used to assist with the recording of incidents of abuse, threatening behaviour or violence against any members of the school community. A record of an incident will support in the collection of evidence. Photographic evidence of any injuries or serious damage, or relevant CCTV footage, can also be helpful.

If there is an injury to staff from an assault, the school must report the injury to the Local Authority in the first instance.

### **Legal Proceedings**

Where individuals persist in coming onto the school site even when permission to do so has been withdrawn, it is possible for legal proceedings to be pursued. The options include:

#### **Prosecution under section 547 of the Education Act 1996**

This requires substantial evidence to be gathered and presented by the police. Clearly it is not a quick process, and whilst in most cases the threat may prove to be a sufficient deterrent, prosecution can only be seen in the last resort as a punitive measure.

#### **Appropriate behaviour contracts**

These are voluntary agreements made between people involved in anti-social behaviour, and the agency/school concerned. They are flexible in terms of content and format, and can be an effective means of encouraging young adults, children and parents to take responsibility for unacceptable behaviour. The person named does not always agree with the contract, but it can be used as evidence at a later stage for an application for an anti-social behaviour order. Conditions can be put on the contract, eg not to enter school grounds.

#### **Anti-social behaviour orders (Crime and Disorder Act 1998)**

These are most likely to be used where the offender (aged over 10) has acted in a manner which causes harassment, alarm or distress, and is needed to protect others in the same area from similar behaviour. Anti-social behaviour orders (ASBOs) may be sought by the local authority or the chief officer of police. ASBOs are designed to deal with persistent bad behaviour, and the police will need to show that other options have been tried, or are unsuitable.

#### **Restraining orders (Protection from Harassment Act 1997)**

Section 2 of the Protection from Harassment Act 1997 provides for criminal or civil prosecution, for cases where someone causes alarm or distress to another person on more than two occasions. Section four provides for criminal or civil prosecution where people have been put in fear of violence on at least two occasions. In each case the sanctions include both criminal penalties (fines, imprisonment or community sentences) and a restraining order. These orders are generally quicker and easier to obtain, but are part of a criminal conviction.

#### **Prosecution for criminal damage/assault**

Prosecutions for causing deliberate damage or injury may occasionally be the most appropriate course of action. If the police are called, the option to make criminal allegations is readily available, and they may arrest suspected offenders there and then. Official allegations should only be made if there is no intention of later withdrawing the complaint. Criminal proceedings can be initiated at a later date. All possible steps should be taken to prevent the loss of evidence. In particular witnesses should be asked to make a record of exactly what they saw and heard at the earliest opportunity.

Whilst the emphasis will usually be on ensuring safety and security of persons and property, and therefore the injunction route is likely to be the most effective deterrent legal action, it does not necessarily guarantee against the behaviour of the more persistent offender.



## **Policy on Managing Aggressive, Abusive, Vexatious or Persistent Complaints and Behaviours from Parents and Visitors to our School.**

### **Statement of Principles**

The Academy Committees for each school and Board of Directors encourages close links with parents and the community. It believes that pupils benefit when the relationship between home and school is a positive one.

The vast majority of parents, carers and others visiting our school are keen to work with us and are supportive of the school. However, on the rare occasions when a negative attitude towards the school is expressed, this can result in aggression, verbal, physical abuse, threatening behaviour. This may take the form of telephone, face to face, sending of multiple emails and leaving unacceptable voicemails towards members of the school staff or the wider school community.

The Academy Committee expects and requires its members of staff to behave professionally in these difficult situations and attempt to defuse the situation where possible, seeking the involvement as appropriate of other colleagues. However, all members of staff have the right to work without fear of violence and abuse, and the right, in an extreme case, of appropriate self-defence.

We expect parents and other visitors to behave in a reasonable way towards members of school staff. This policy outlines the steps that will be taken where behaviour is unacceptable.

Types of behaviour that are considered serious and unacceptable and will not be tolerated:

- Shouting at members of school staff, either in person or over the telephone;
- Physically intimidating a member of staff, eg standing very close to him/her;
- The use of aggressive hand gestures;
- Threatening behaviour;
- Shaking or holding a fist towards another person;
- Swearing;
- Pushing;
- Hitting, eg slapping, punching and kicking;
- Spitting;
- Breaching the school security procedures;
- Sending multiple emails;
- Leaving multiple voicemails

An unreasonably persistent and/or vexatious complainant may possess some or all of the behaviours below (adopted from Local Government Ombudsmans definition of 'unreasonable complainant behaviour')

- have insufficient or no grounds for their complaint and be making the complaint to annoy or aggravate (for no reasons that the complainant may state or make obvious to the school)
- refuse to specify the ground of a complaint, despite offers of assistance
- refuse to co-operate with the complaint's investigation process while still wishing for their complaint to be resolved
- refuse to accept that certain issues are not within the scope of a complaints procedure.
- refuse to accept when issues are not within the remit of the school to investigate, change or influence. (examples of this could be external services provided by other organisations)

- insist on the complaint being dealt with in ways which are incompatible with the adopted complaints procedure or with good practice.
- make unjustified complaints about staff who are trying to deal with the issues, and seeking to have them dismissed or replaced.
- make an unreasonable number of contacts with us, by any means in relation to a specific complaint or complaints
- make persistent and unreasonable demands or expectations of staff and/or the complaints process after their unreasonableness has been highlighted and explained to the complainant
- harass or verbally abuse otherwise seek to intimidate staff dealing with their complaint, in relation to their complaint by use of foul or inappropriate language or by the use of offensive or racist language
- raise subsidiary or new issues whilst a complaint is being investigated and that was not made at the start of the complaint process
- change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed
- deny statements made at an earlier stage in the complaint process
- electronically record meetings and conversations without the prior knowledge and consent of all persons involved
- adopt an excessively 'scattergun' approach, for instance, pursuing a complaint or complaints not only with the school, but at the same time with a member of parliament, other schools, elected councillors or local authorities etc.
- refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given without new evidence
- persistently visiting the school site during the complaints process without prior invitation
- make the same complaint repeatedly, with minor differences or slight changes to the previous complaint insisting they are 'new' complaints
- submit falsified documents from themselves or others
- persistently approach the school through different routes about the same issue
- refuse to accept documented evidence as factual
- complain about or challenge an issue based on a historic or irreversible decision
- combine some or all of these features

This is not an exhaustive list but seeks to provide illustrations of such behaviour.

**Unacceptable behaviour may result in the local authority and the police being informed of the incident.**

### **Procedure to be Followed**

If a parent behaves in an unacceptable way towards a member of the school community the Principal or appropriate senior staff will seek to resolve the situation through discussion and mediation. If necessary, the school complaints procedures should be followed. Where all procedures have been exhausted, and aggression or intimidation continue, or where there is an extreme act of violence, a parent may be banned by the Principal from the premises for a period of time subject to review.

In imposing a ban the following steps will be taken:

1. The parent will be informed, in writing, that he/she is banned from the premises, subject to review, and what will happen if the ban is breached, eg that police involvement or an injunction application may follow
2. Where an assault has led to a ban, a statement indicating that the matter has been reported to the local authority and the police will be included
3. The Chair of Academy Committee/Directors will be informed of the ban

4. Where appropriate, arrangements for pupils being delivered to, and collected from the school gate will be clarified.

Where the action is deemed to be vexatious or persistent the following restrictions may be imposed: We will ensure that the complaint is being, or has been, investigated properly according to the complaints procedure.

- In the first instance the designated liaison officer within in school will consult with the Principal prior to issuing a warning to the complainant.
- The designated liaison officer will contact the complainant either by phone, in writing or by email to explain why this behaviour is causing concern, and asking that this behaviour is changed. The actions the school may take are outlined to the complainant.
- If the disruptive behaviour continues, the Principal will issue a reminder letter to the complainant advising them that the way in which they will be allowed to contact the school in the future will be restricted. The Principal will make the decision and inform the complainant in writing of what procedures have been put in place and for what period of time.
- Any restriction that is imposed on the complainant's contact with the school will be appropriate and proportionate and the complainant will be advised of the period of time the restriction will be in place for. In most cases restrictions will apply for between three and six months but in exceptional circumstances may be extended. In such cases the restrictions will be reviewed by the Principal on a termly basis.
- Restrictions will be tailored in response to the individual circumstances of the complainant, and may include:
  - banning the complainant from making contact by telephone except through a third party
  - banning the complainant from sending emails to individual and/or all school employees or representatives, ensuring the only correspondence received by the school is by letter
  - banning the complainant from accessing the school site including all buildings except by appointment
  - requiring contact to take place with one named member of staff only
  - restricting telephone call to specified days/times/duration
  - requiring any personal contact to take place in the presence of an appropriate witness
  - letting the complainant know that the school will not reply to or acknowledge any further contact from them on the specific topic of the complaint
- When the decision has been taken to apply this policy to a complainant, the Principal will contact the complainant in writing to explain:
  - why the school has taken the decision
  - what action is being taken
  - the duration of that action
  - the review process of this policy, and
  - the right of the complainant to contact the Local Government Ombudsman regarding there treatment as a vexatious/persistent complainant
- The Principal will enclose a copy of this policy in the letter to the complainant.

- Where a complainant continues to behave in a way which is unacceptable, the Principal, in consultation with the Chair of the Board of Directors, may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.
- Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, we will consider other options, for example notifying the police, or taking legal action. In such cases prior warning would be given to the complainant that such action was likely.

### **New Complaints from Complainants who are treated as Abusive, Vexatious or Persistent**

New complaints from an individual who has been subject to restrictions imposed within this policy, will be treated on their own merits. The Principal will decide whether any restrictions which have applied before are still appropriate and necessary in relation to the new complaint.

The fact that a complainant is judged to be unreasonably persistent or vexatious, and any restrictions imposed on our contact with the individual, will be recorded and notified to those who need to know within school.

### **Review**

The status of a complaint judged to be unreasonably persistent or vexatious will be reviewed by the Principal after three months and at the end of every subsequent three months within the period during which the policy is to apply.

The complainant will be informed of the result of this review if the decision to apply this policy has been changed or extended

## Appendix A

### Incident Reporting Form

<b>Date and Time of Incident</b>	
<b>Details of Person(s) assaulted/verbally abused</b>	
Name	
Address and Telephone Number	
Role	
<b>Details of Perpetrator</b>	
Name	
Address and Telephone Number	
Relationship to the school	
<b>Details of Witnesses</b>	
Witness 1: Name, contact details and relationship to the school	
Witness 2: Name, contact details and relationship to the school	
Witness 3: Name, contact details and relationship to the school	
<b>Description of the incident</b>  Include relevant events leading up to the incident, details of those present, whether weapons were involved etc.	

<p><b>Location of the Incident</b></p> <p>Attach sketch if possible</p>	
<p><b>Outcome</b></p> <p>Were the police called, what happened after the incident</p>	

**Other information to be recorded as appropriate**

<p><b>Any possible contributory factors</b></p>	
<p><b>Is the perpetrator known to have been involved in any previous incidents?</b></p> <p>If yes, please give details</p>	
<p><b>Were measures in place to try to prevent and incident of this type occurring? Could these be improved?</b></p>	

<b>If no measure were in place, could action be taken now?</b>	
<b>Name and contact details of police officer (s) involved.</b>  <b>Incident number/crime number</b>	
<b>Any other relevant information</b>	
<b>Form completed by (name and role)</b>	
<b>Date form completed</b>	



**We welcome visitors to our school.**

**We will act to ensure it remains a safe place for pupils, staff and all other members of our community.**

**If you have concerns we will always listen to them and seek to address them.**

**Please be aware, however, that abusive, threatening or violent behaviour will not be tolerated in this school.**

**Visitors behaving in this way are likely to be removed from the premises and prosecuted.**

## Appendix C

### Model Warning Letter (sent by Principal)

Dear ,

I have received a report about your conduct at the school on **(enter date and time)**.

**(Add factual summary of the incident and of its effects on staff, pupils, other parents)**

I must inform you that the Academy Committee will not tolerate conduct of this nature on its premises and will act to protect its staff and pupils.

Therefore if, in the future, I receive any reports of conduct of this nature I will be forced to consider removing your licence to enter the school grounds and buildings. If you do not comply with that instruction I will be able to arrange for you to be removed from the premises and prosecuted under Section 547 of the Education Act 1996. If convicted under this section, you are liable to a fine of up to £500.

Nevertheless, I wish to give you an opportunity to give me in writing any comments or observations of your own in relation to the report which I have received about your conduct. These comments may include any expressions of regret on your part and any assurances you are prepared to give about your future good conduct. To enable me to take a decision on this matter at an early point, you are asked to send me any written comments you wish you make by **(state ten working days from the date of letter)**

Yours sincerely

Principal

## Appendix D

### (Banning Letter, from the Academy Committee: to parent/carer with child/ren at the school)

Recorded delivery

Dear .....

I have received a report from the Principal at **(insert name)** School about your conduct on **(enter date and time)**.

**(Add factual summary of the incident and of its effect on staff, pupils, other parents.)**

I must inform you that the Academy Committee will not tolerate conduct of this nature on its premises and will act to protect its staff and pupils. On the advice of the head teacher I am therefore instructing that until ..... **(add date)** you are not to reappear on the premises of the school. If you do not comply with this instruction I may arrange for you to be removed from the premises and prosecuted under Section 547 of the Education Act 1996. If convicted under this section, you are liable to a fine of up to £500.

#### **In the case of a primary school include:**

For the duration of this decision you may bring your son(s)/daughter(s) **(complete as appropriate)** to school and collect them/him/her (delete as appropriate) at the end of the school day, but you must not go beyond the school gate.

#### **In the case of infant children, also insert**

Arrangements have been made for your **(delete as appropriate)** son(s)/daughter(s) (insert child/rens names) to be collected, and returned to you, at the school gate by a member of the school's staff.

The withdrawal of permission for you to enter the school premises takes effect straightaway. However, I still need to decide whether it is appropriate to confirm this decision. Before I do so, I wish to give you an opportunity to give me in writing any comments or observations of your own in relation to the report which I have received from the Principal. These comments may include any expressions of regret on your part and any assurances you are prepared to give about your future good conduct. To enable me to take a decision on this matter at an early point, you are asked to send me any written comments you wish to make by **(state date ten working days from the date of letter)**.

If on receipt of your comments I consider that my decision should be confirmed, or extended, you will be supplied with details of how to pursue a review of the circumstances of your case.

In any event, the decision to withdraw your licence to enter the school premises will be reviewed by ..... (complete as appropriate). That review will take account of any representations that you may have made and of your subsequent conduct.

Yours sincerely,

**Appendix E**  
**(Banning letter, from Academy Committee: to a member of the public)**

Recorded delivery

Dear .....

I have received a report from the Principal at **(insert name)** school about your conduct on **(enter date and time)**.

**(Add factual summary of the incident and of its effect on staff, pupils, other parents.)**

I must inform you that the Academy Committee will not tolerate conduct of this nature on its premises and will act to protect its staff and pupils. On the advice of the Principal I am therefore instructing that you are not to reappear on the premises of the school. If you do not comply with this instruction I may arrange for you to be removed from the premises and prosecuted under Section 547 of the Education Act 1996. If convicted, you are liable to a fine of up to £500.

Yours sincerely,

## Appendix F

**(Letter updating a banning letter, from the Principal or governing body, confirming ban: to parent/carer with child/ren at the school)**

Recorded delivery

Dear .....

On **(give date)** I wrote to you informing you that on the advice of the Principal, I had withdrawn permission for you to come onto the premises of **(insert name)** School until ..... **(insert date)**. To enable the Academy Committee to determine whether to confirm this decision, or to impose it for a longer period, I gave you the opportunity to give your written comments on the incident concerned by **(give date)**.

I have not received a written response from you / I have now received a letter from you dated ..... **(insert the date)**, the contents of which I have noted. **(delete either sentence as appropriate)**

In the circumstances, and after further consideration of the Principal's report, I have determined that the decision to withdraw permission for you to come onto school premises should be confirmed/extended. **(delete as appropriate)** I am therefore instructing that until ..... **(insert date)** you are not to come onto the premises of the school without the prior knowledge and approval of the Principal. If you do not comply with this instruction I may arrange for you to be removed from the premises and prosecuted under Section 547 of the Education Act 1996. If convicted, you are liable to a fine of up to £500.

Notwithstanding this decision the Principal and staff at **(insert name)** school remain committed to the education of your child/children **(delete as appropriate)**, who must continue to attend school as normal insert in the case of a primary school: under the arrangements set out in my previous letter.

The Academy Committee will take steps to review the continuance of this decision by **(give date)**. When deciding whether it is necessary to extend the withdrawal of permission to come onto the school's/college's premises, the Academy Committee will take into account the extent of your compliance with the decision, any appropriate expressions of regret and assurances of future good conduct received from yourself and any evidence of your co-operation with the school in other respects.

**(Include where the incident has arisen within the context of a parental complaint against the school:)**

Finally I would advise you that I have asked the Principal to ensure that your complaint **(give brief details)** is considered under the appropriate school procedure. You will be contacted about this by the school in due course.

If you wish to pursue the matter further, you have a right to a review of the circumstances of this case by the schools Academy Committee.

Yours sincerely

## Appendix F

**(Letter updating a banning letter, from the Academy Committee, withdrawing ban: to parent/carer with child/ren at the school)**

Recorded delivery

Dear .....

On ..... **(insert date)** I wrote to you informing you that, on the advice of the Principal, I had temporarily withdrawn permission for you to come onto the premises of (insert name) School/collegel. To enable me to determine whether to confirm this decision for a longer period, I gave you the opportunity to let me have your written comments on this incident by ..... **(insert date)**

I have not received a written response from you / I have now received a letter from you dated ..... **(insert date)**, the contents of which I have noted. **(delete either sentence as appropriate)**

In the circumstances, and after consulting with the Principal, I have decided that it is not necessary to confirm the decision, and I am therefore restoring to you the permission to come onto the school premises, with immediate effect.

Nevertheless I remain very concerned at the incident which occurred on ..... **(insert date)**, and I must warn you that if there is any repetition of your behaviour on that occasion, I shall not hesitate to withdraw permission for you to come onto the premises.

Yours sincerely,

## Appendix G

**(Letter, from the Academy Committee, following formal review of a banning letter, extending ban: to parent/carer with child/ren at the school)**

Recorded delivery

Dear .....

I wrote to you on ..... **(insert date)** withdrawing permission for you to come onto the premises of **(insert name)** School until ..... **(insert date)**. In that letter I also advised you that I would take steps to review this decision by ..... **(insert date)**.

I have now completed the review. However, after consultation with the Principal, I have determined that it is not yet appropriate for me to withdraw my decision. **(Give a brief summary of reasons)**

I therefore advise that the instruction that you are not to come onto the premises of **(insert name)** school without the prior knowledge and approval of the Principal remains in place until ..... **(insert date)**.

I shall undertake a further review of this decision on ..... **(insert date)**.  
**(Insert if the letter is from the Academy Committee)** If you are dissatisfied with this decision, you have a right to request a review of the decision by the Academy Committee.

Yours sincerely,

**Letter, from the Academy Committee, following formal review of a banning letter, ending ban: to parent/carer with child/ren at the school)**

Recorded delivery

Dear .....

I wrote to you on ..... **(insert date)** informing you that I had withdrawn permission for you to come onto the premises of **(insert name)** School until ..... **(insert date)**. In that letter I also advised you that I would take steps to review this decision by ..... **(insert date)**.

I have now completed the review. After consultation with the Principal, I have decided that it is now appropriate to change that decision and I am therefore restoring to you the permission to come onto the school premises, with immediate effect.

I trust that you can now be relied upon to act in full co-operation with the school and that there will be no further difficulties of the kind which made it necessary for me to prevent you entering the premises.

I should point out that if there is any repetition of your behaviour, I shall not hesitate to withdraw permission for you to come onto the premises once more.

Yours sincerely,