



T: 01793 818603
www.twhf.org.uk

Appendix B

Dear

Your conduct St George's C of E Primary School on (insert date)

I have received a report from the Principal of St George's C of E Primary School regarding an incident that took place on (insert date) when you (insert details of the incident and its effect on staff, pupils/students, other parents).

[If you did not witness the incident they may wish to use the following text: I have considered the witness accounts of the incident, and it would appear (insert details of incident).]

Your behaviour falls short of The White Horse Federation's Parent and Visitor Code of Conduct (see enclosed). I must therefore warn you that if you are involved in a similar incident again, you will leave me with no alternative other than to ban you from coming onto the school site without my written permission.

I do hope that this will not be necessary and that I can rely on your co-operation in this matter.

Yours sincerely

Chair of Local Governing Board