



## NIS PYP Discipline Letter

Date: \_\_\_\_\_

### 1<sup>st</sup> Offence

Dear Parents,

I am writing to inform you that your child, \_\_\_\_\_, has been involved in the following incident:

Date: \_\_\_\_\_

#### Details:

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#### Action Taken:

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Reported By: \_\_\_\_\_

After reading this carefully, please sign below and return it to your child's class teacher.

\_\_\_\_\_ (Class Teacher)

Parent Signature: \_\_\_\_\_ Date : \_\_\_\_\_



## NIS PYP Discipline Letter

Date: \_\_\_\_\_

### 2<sup>nd</sup> Offence

Dear Parents,

I am writing to inform you that your child, \_\_\_\_\_, has been involved in the following incident:

Date: \_\_\_\_\_

**Details:**

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**Action Taken:**

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**Reported By:** \_\_\_\_\_

This is the 2<sup>nd</sup> offence involving your child. Please contact your child's classroom teacher to arrange a meeting with your son/daughter, the classroom teacher and the PYP / Assistant PYP Coordinator.

After reading this carefully, please sign below and return it to your child's class teacher.

\_\_\_\_\_ (Class Teacher)

**Suggested Meeting Time** (To be initially filled in by classroom teacher)

Day: \_\_\_\_\_ Time: \_\_\_\_\_ ☐ I accept this appointment time.

☐ I am unable to make this time, but I would offer this alternative time:

Day: \_\_\_\_\_ Time: \_\_\_\_\_

Parent Signature : \_\_\_\_\_ Date: \_\_\_\_\_



## NIS PYP Discipline Letter

Date: \_\_\_\_\_

### 3<sup>rd</sup> Offence

Dear parents,

I am writing to inform you that your child, \_\_\_\_\_ has been involved in the following incident:

Date: \_\_\_\_\_

#### Details:

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#### Action Taken:

Due to the fact that this is your child's 3<sup>rd</sup> Offence, s/he will be sanctioned with an in-school suspension, and The Principal has been notified.

This in-school suspension means that s/he will not attend regular class activities or have the same regular break times this day nor will on this day they attend any after-school activities.

This in-school suspension will be held on Day: \_\_\_\_\_. On this day our son/daughter should wait in the reception area at the beginning of the day and not join the other students in the playground.

Reported By: \_\_\_\_\_

After reading this carefully, please sign below and return it to your child's class teacher.

\_\_\_\_\_ (Class Teacher)

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## NIS PYP Discipline Letter

Date: \_\_\_\_\_

### 4<sup>th</sup> Offence

Dear parents,

I am writing to inform you that your child, \_\_\_\_\_, has been involved in the following incident:

Date: \_\_\_\_\_

#### Details:

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#### Action Taken:

As this is the 4th offence by your child, you are required to come to school to meet with the Principal, your child's class teacher and the school counsellor to discuss options for your child.

Reported By: \_\_\_\_\_

After reading this carefully, please sign below and return it to your child's class teacher.

\_\_\_\_\_ (Class Teacher)

#### **Suggested Meeting Time**

(To be initially filled in by classroom teacher after discussion with the HOS & Counsellor)

Day: \_\_\_\_\_ Time: \_\_\_\_\_ ☐ I accept this appointment time.

☐ I am unable to make this time, but I would offer this alternative time:

Day: \_\_\_\_\_ Time: \_\_\_\_\_

Parent Signature : \_\_\_\_\_ Date: \_\_\_\_\_