To (name of student) ´s parents

Dear Mr/Mrs…………………………………………….

We are getting in touch with you to inform you that your son/daughter, due to all the notices he/she has accumulated -as you can see in the attached document-, will be suspended from attending the lessons

***From …………………………………………………..until …………………………………..………………***

This student will come to school as usual but he/she won’t be attending the group lesson, he/she will be in the detention room with the responsible teacher in this class, each hour.

The student will be expected to do the required tasks and he/she will be given specific homework from the current class on this day.

We would like to inform you first that this is one of the discipline steps we apply to students who, after being verbally and written warned by the teacher and having attended detention room during break time, are still not behaving properly.

In the event of the student getting a new notice for misbehaviour during the period the Head of Studies is processing his/her report, the student will be suspended temporarily from the school

To answer any questions about the student’s notices, you should talk to their main tutor.

Your son/daughter must return this document duly signed by you, so that we guarantee you are correctly informed

**Return this document, signed by your father / mother´s,**

**with DNI written where the school stamp is,**

**to be informed correctly.**

**Thank you.**