RECORDED DELIVERY Date

 Dear Miss XXX and Mr XXXXXX,

I have received several reports about the conduct of Miss XXXXX at the school on:

* (Date) when another parent was intimidated and humiliated by your conduct
* (Date) when during a meeting to discuss our concerns you left accusing me of bullying you
* (Date) (9 a.m.) when you made unpleasant and intimidating comments to school staff in front of children and families in your child’s classroom. You gestured by pointing at the teacher and said “I liked you” and “I’ve gone higher” and “You will tarnish your career working here”.
* (Date) (3.15 p.m.) when there was another altercation with you and the parent when you referred to her child as a ‘nasty little boy’ and referred to the school as ‘shit’ in front of the child, other families and children. You were heard shouting across the playground.

This conduct is not appropriate for a school setting. It is unpleasant and embarrassing for families to witness and very unsettling for children. It causes a negative atmosphere outside the classroom. We are also concerned that your conduct is having a negative impact on school staff. They can feel intimidated and anxious about communicating with you. Your conduct stops school leaders from carrying out other important work that helps improve the school and outcomes for children.

I must inform you that the local authority and governing body will not tolerate conduct of this nature on its premises and will act to protect its staff and pupils. Neither will we tolerate conduct in and around the school that is threatening or intimidating to other families. Because of your conduct and your lack of willingness to follow the school’s advice I have had no choice but seek support from the Local Authority legal advisors.

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.

Further more, following the visit from Mr XXXXX this morning when XXXX was unexpectedly collected from school, the school has informed the Local Authority legal advisors that he stated ‘ she has got to go up to the hospital because of you. You set her off.’ We have also informed them that during the meeting on 24.3.15 you apologized to staff as you said ‘I’ve not been well’.

Whilst Mr XXXX was on the premises today I felt it necessary to leave my office as I became very concerned about Mr XXXX physical presence directly outside my door. It is important that all adults when in school do not conduct themselves in a way that may be perceived as intimidating.

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 to make by Monday XXXXXXX.

Yours sincerely

B Neate-Evans

Headteacher