



Our Ref: MME/MCN
Date: 21ST June 2018

Dear parent or carer,

I am writing to inform you that an incident took place last week involving a Year 7 student who brought a small penknife into school. We have strict policies regarding any instances such as this and I can confirm that the matter was dealt with swiftly. I am treating this matter extremely seriously and the student has been excluded from school since the incident occurred. In line with our behaviour systems, a panel of Governors will meet over the next three weeks to consider the case in detail.

We take safeguarding seriously at the school and earlier this year our work was judged by Leeds City Council as being good with many outstanding features.

Thankfully incidents such as this are extremely rare in schools but our processes worked well last week. As the matter will be considered fully by our Governors it is not appropriate to make any further comments.

Yours sincerely,

M. McKelvie
Principal