

I am writing to inform you that your son/daughter _____
 has broken the School Rules because _____

This behaviour has a negative effect not only on the academic and educational progress of your son/daughter but also on the rest of the Class.

By joining forces, Your cooperation with us is fundamental to achieve a change in attitude of your son/daughter which is beneficial for both your son/daughter and the rest of the Class.

To this end , you are kindly requested to come to the School on _____ at _____ hours in _____ of this School.

Please inform me, either personally or by telephone, if you are unable to attend in order to arrange another appointment at a more convenient time .

If we cannot reach positive results ,we shall be forced to sanction this behaviour in accordance with the Royal Decree of Rights and Duties of the Pupils.

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_____, _____ 200_

Signature:

DIRECTOR OF STUDIES

Note: this notification will be submitted with the signature of the Father/Mother or Guardian to the Department of Studies within three days of receiving it.