

## PARENTS FIRST FORMAL WARNING LETTER

**(Insert Parent/ Carer Name)**  
**(Insert Address)**

**(insert date)**

Dear **(insert name)**,

### **Re: Behaviour Incident**

It is with regret that following a series of incidents today that we have to organise a planning meeting to discuss **(insert student name)** behaviours and to look at ways we can prevent the incident happening again. We must inform you that **(insert student name)** may receive a formal warning at this stage.

The behaviours that we find unacceptable are as follows:-

- **Insert**
- **Insert**
- **Insert**
- **Insert**

Kinetic Academy operates a 3 stage warning system. To prevent **(insert student name)** from receiving a further warning we would like to arrange a meeting with yourself and **(insert student name)** to discuss a positive behaviour plan to support **his/her** in modifying **his/her** behaviour to an acceptable standard.

We should make you aware that if a student receives 3 formal warnings from ourselves, this could seriously jeopardise their placement within our provision and by initiating this process now we hopefully aim to prevent this from happening for **(insert student name)** .

Kinetic Academy is committed to providing the best learning opportunities and support for all of its students and we want **(insert students name)** to succeed on **his/her** learning journey with us.

### **[Insert ]**

We can confirm that the planning meeting has been arranged for

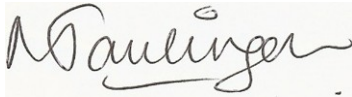
- **Date of meeting**
- **Time of meeting**
- **Place of meeting**

**Or**  
**[Insert ]**

We would be grateful if you could contact us when you have received this letter to organise a suitable time for us to meet up.

If you do have any further questions or would like to discuss this matter further, please do not hesitate to give us a call.

Yours sincerely



Nicki Tomlinson  
Head Teacher