



Date as postmark

Dear Parent/Guardian

I regret to inform you that your daughter has been found to be smoking on the school premises. This is a clear breach of our school rules, a copy of which I have enclosed for your information. I would ask you to support us in our non-smoking policy by ensuring that your daughter does not bring cigarettes, matches and/or lighters to school. If your daughter is found smoking on the school premises again or in school uniform she will be subject to appropriate school sanctions which may result in her detention after school or, if her breach of the school rules persists, in suspension.

I thank you for your continuing support in helping us to maintain the high standards of behaviour which we expect from all our pupils. If you wish to discuss this matter or any other matter relating to your daughter's behaviour, progress or well-being please do not hesitate to contact me, her Form Tutor or Head of Year.

Yours sincerely

Dr M Pinkerton, Vice Principal (Senior School)

Pupil: _____

Form: _____