

Negative communication letter

Business



**ASSIGN
BUSTER**

TINY TOTS DAY CARE Read Street (cnr Read and Greene Streets)

Rockingham WA 6168 November 21, Mr. and Mrs. Brady PO Box 5320

Greene Street Rockingham WA 6969

Dear Mr. and Mrs. Brady:

Thank you for the support you have accorded the school through attendance of the meetings concerning the character and behavior of your son Brett. We appreciate the efforts you have put in to ensure that your son remains disciplined at all times and relates well with his fellow peers and teachers.

Tiny Tots Day Care is committed in ensuring that the children in the Centre live in peace and harmony with each other while fostering positive relationships with the people around them. Our recent encounters with Brett show that he constantly deviates from the norms and values of the school making his peers and teachers threatened and uncomfortable all the time. After careful consideration, the management has decided to expel Brett from the institution. If your son had shown considerable change in his behavior after constant and persistent warnings, the panel would have reconsidered the decision. We value and encourage the practice of good behavior at all times to facilitate the learning process.

Again, the management of Tiny Tots Day Care thanks you for trusting us with your child. As a reminder, enclosed is the disciplinary record for the year 2014 for Brett. For any queries or additional information, please feel free to contact me at (08) 9592 5997 or send me an email at admin@tinytotschildcare.com.au

Sincerely,

John Michaels

Director

<https://assignbuster.com/negative-communication-letter/>

jmichaels@tinytotschildcare. com. au

Enclosure: 2014 Brett Brady Disciplinary Record