

Classroom Discipline Notification

Date: [Insert Date]

Dear [Parent's Name],

I am writing to inform you about a recent incident involving your child, [Student's Name], in the classroom. On [insert date of incident], [he/she/they] [describe the behavior or incident briefly].

We take matters of classroom discipline seriously and have implemented the necessary measures to address the behavior. [Briefly describe the steps taken, e.g., a warning, discussion with the student, or any consequences].

We believe that communication is key in helping our students grow and learn from their experiences. I encourage you to discuss this incident with [Student's Name], and if you have any questions or concerns, please feel free to reach out to me at [insert contact information].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title/Position]

[School Name]

[Contact Information]