**School Letterhead**

Date

Name of Recipient

Address of Recipient

Dear

This letter is notice to you that you are prohibited from entering upon the property known as [name and address of school or Board property].

Failure to comply with this request may result in a prosecution under the *Trespass to Property Act.* The ***Trespass to Property Act***, R.S.O. 1990, c.T.21 provides that trespass is an offence which is punishable on conviction with a fine of not more than $2,000.00. Furthermore, the court has the power to award damages suffered by the Grand Erie District School Board, caused during the commission of an offence.

In addition, the ***Safe Schools Act, 2000***, S.O. 2000 c.12 and the ***Access to School Premises Regulation***, O.Reg. 474/00 authorize a principal, a vice-principal or another person authorized by the Board to direct a person to leave the school premises where, in the judgement of the principal, vice-principal or other authorized person, the presence of that person is detrimental to the safety or well-being of a person on the premises. Your presence on school property has been considered detrimental to the safety and well-being of persons on the school premises and you are requested not to return to [name of school]. Failure to comply with this request may also result in a prosecution under the ***Safe Schools Act, 2000*** and a possible fine to you of up to $5,000.00.

If you require access to **[name of school]**, please contact me by telephone [**school phone number]** or by letter and we will discuss the matter. In the event of an emergency, school staff will contact you. In this circumstance, you will report directly to the school office.

Yours truly,

xxx, Principal,

Name of School.

cc: Family of Schools Superintendent of Education

Brantford/OPP Police Services