

_____ (Date)

Dear Parent,

We are sorry to tell you that _____ (name) will have to stay in school on
_____ (date), from _____ to _____ (times).

This is due to:

- Fighting
- Smoking
- Using bad language
- Not completing homework
- Other _____ (specify)

Please return the reply slip below.

Reply

Yes, _____ will stay in detention.

No, _____ can't stay in detention.

I would like to talk to you about this.

Name: _____ Signature: _____

Letter for schools to give to parents:

6. Detention Letter – Language of translation