



<b>SECTION:</b>	<b>Student Management and Welfare</b>	<b>APPROVAL DATE:</b>
<b>SUBSECTION:</b>	<b>Student Welfare</b>	<b>March 1, 2004</b>
<b>POLICY NAME:</b>	<b>Access to School Premises</b>	<b>LAST REVISED:</b>
<b>POLICY NUMBER:</b>	<b>APP.SMW.G.9</b>	<b>March 1, 2004</b>

SAMPLE TRESPASS LETTER

Dear Mr. \_\_\_\_\_:  
Re: \_\_\_\_\_

This letter is notice to you that you are prohibited from entering upon the property known as (enter name of school and address) \_\_\_\_\_

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 upon conviction with a fine of not more than \$2,000.00. Furthermore, the court has the authority to award damages suffered by the Wellington Catholic District School Board (the "Board"), caused during the commission of an offence.

In addition, the Education Act s. 265, s.305 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 judgment 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 Education Act and a possible fine to you of up to \$5,000.

If you require access to - (name of school)- \_\_\_\_\_, please contact me by phone at (519) [TELEPHONE NUMBER] or by letter and we will discuss this matter.

In the event of an emergency, school staff will contact you. In this circumstance, you will report directly to the school office.

Sincerely yours,

\_\_\_\_\_  
School Principal/Vice Principal  
c: Superintendent of Education, School Head Caretaker