

FORMAT OF LETTER TO BE PROVIDED
BY SCHOOL TO POTENTIAL TRESPASSER
(letter to be sent by registered mail)

SCHOOL LETTERHEAD

Date:

NOTICE OF TRESPASS LETTER

Dear.....:

On (...date...) at approximately (...time...) you were an unauthorized visitor on our school premises and as such you were trespassing on the property of the school.

Please be advised that should you be identified again as having trespassed onto any part of the (...name of school...) property or the school building itself, you will be charged under the Trespass Act of Ontario which provides for substantial penalties.

This constitutes notice to you in accordance with the Trespass to Property Act of Ontario and Policy # 104 of the Upper Grand District School Board.

Yours truly,

Principal (Vice Principal)

cc: (name) Superintendent of Education
(name) Senior Police Official