Parent address

Parent address

Parent address

Parent address

DATE

Dear [name of parent],

**Re suspension of [name of child]**

I am writing to inform you of my decision to suspend [name of child] for a fixed period of [number] days. This means that [he / she] will not be allowed in school for this period.

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend [child’s name] has not been taken lightly. [She / He] has been suspended for this fixed period for the following reasons:

* List reason listed on exclusion notification form and include a small amount of detail

We have taken the following steps to try to avoid this suspension:

* List the strategies you have in place for this child to increase their engagement and minimise their risk of suspension

During this suspension we will be carrying out an investigation into the circumstances surrounding the incident that [name] was involved in. One possible outcome of this investigation may be a permanent exclusion. If that is the case, I will contact you again to let you know the outcome of the investigation and to provide further information around the process for permanent exclusion.

This brings the total days suspended this term to [number] days this term and [number] days this academic year and means that [child’s name] should not return to school until [insert date]. On that day, there will be a reintegration meeting at [insert time] to discuss how we will support [child’s name] upon their return to school.

I will arrange for [name of child] to have school work during [his / her] suspension and for this work to be marked. Please contact [name of school staff] regarding these arrangements.

I must further advise you that during the period for which your child is suspended you are responsible for ensuring that he is not present in a public place during school hours. If your child is found in a public place at such times without reasonable justification you may be liable to a fixed penalty notice of £50 issued by the Local Authority.

You have the right to make representations to the Discipline Committee of the governing body. If you wish to make representations you should contact The Clerk to the Governing Body at the school. Whilst the governing body has no power to direct reinstatement, they must consider any representations you make and may place a copy of their finding on your child’ school record.

You may see your child's school records in advance of any meeting of the Discipline Committee. If you do wish to view them, please contact [name of school staff] who will be able to make the necessary arrangements.

We are aware of [child’s name] SEN. The following steps have been taken to make reasonable adjustments for this:

* Include steps you have taken to meet the child’s individual needs and enable them to make progress and build their resilience to manage in school.

[You should also be aware that if you think the suspension relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the First Tier Tribunal <http://www.justice.gov.uk/tribunals/send/appeals>.]

Local Authority officers with responsibility for exclusions who can provide you with advice on the exclusions process are:

Debbie Houghton David Purcell, Exclusions Officer

Principal Education Welfare Officer Education Welfare Officer

[Debbie.houghton@halton.gov.uk](mailto:Debbie.houghton@halton.gov.uk) [david.purcell@halton.gov.uk](mailto:david.purcell@halton.gov.uk)

0151 511 8231 0151 511 7357

Government guidance on exclusions can be found here <https://www.gov.uk/government/publications/school-exclusion>

The Coram Children’s Legal Centre also have a helpline on 0808 802 0008 or [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com) . The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24th December – 1st January.

Yours sincerely

Headteacher