<Parental addressee>

<AddressBlock>

Date:

Dear <Parental Salutation>,

I am writing to inform you of my decision to suspend (Forename) for a (a period of x days) as below: -

| Start Date  | End Date  | Reason  |
| --- | --- | --- |
| <Start date>  | <End date>  | <Reason>  |

This means that <Forename> will not be allowed in school for this period.

I understand that this will be upsetting and inconvenient for your family, but the decision to suspend any pupil is **never** taken lightly.

You must ensure that your child is not present in a public place in school hours during this suspension, and you may receive a penalty notice from the local authority unless there is reasonable justification for this.

We will set work for <Forename>, to be completed during the suspension*.* Please ensure that this is completed and handed in on <his/her> return to school.

You have the right to make a representation about this decision, by contacting the school’s governing body/management committee. The governing body/management committee do not have the power to overturn this decision, but they will consider your representation carefully, and may place a copy of their findings on your child's school record.

If you think that the suspension relates to a disability that 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/guidance/courts-andtribunals/tribunals/send/index.htm.](http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm) Making a claim would not affect your right to make representation to the governing body/management committee.

You have the right to view your child's school record. To do so, you must notify me in writing, and I will be happy to supply you with a copy. There may be a charge for photocopying.

The following sources of advice are available to you: -

* Social Inclusion Officer: Clare Sankey

Herefordshire Local Authority

Tel: 01432 383321

Email: clare.sankey@herefordshire.gov.uk

* Children’s Legal Centre [www.childlawadvice.org.uk](http://www.childlawadvice.org.uk/)

Tel: 0300 330 5485

* [www.gov.uk/school-discipline-exclusions/exclusions](http://www.gov.uk/school-discipline-exclusions/exclusions)

Yours sincerely,

Headteacher

cc. Child's school file