<Parental addressee>

<AddressBlock>

<REPORT DATE>

Dear <Parental Salutation>,

I am writing to inform you of my decision to suspend <Forename> for 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. <Forername> is expected back in school on the first school day following the end date of the suspension.

I understand that this will be upsetting and inconvenient for you and 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 the first 5 school days of this suspension. If they are, without reasonable justification, you may be prosecuted, or receive a penalty notice from the local authority.

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

I have made alternative arrangements for <Forename> to be educated for the remainder of <his/her> suspension, please see the table below.

| Start Date | End Date | Contact | Establishment and Address |
| --- | --- | --- | --- |
|  |  |  |  |

We will contact you separately with any arrangements for transport to the alternative education establishment if school transport is to be provided.

You have the right to request a meeting of the school's discipline committee/management committee who can review the decision to suspend

<Forename>. The discipline committee/management committee must meet, if you make this request, no later than the 50th school day after the date on which they were notified of this suspension. You may choose to be accompanied to the meeting by a friend or representative. Please contact me with their details*,* as soon as possible. Please advise me as soon as possible if you require an interpreter, or if you have a disability or any special needs which would affect your ability to attend or take part in a meeting at the school.

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/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 a representation to the discipline committee/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.

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

Tel: 0300 330 5485

* www.gov.uk/school-discipline-exclusions/exclusions

Yours sincerely

Headteacher

cc. Clerk to Governors Discipline Committee