**MODEL LETTER (1)**

## Dear [Parent/Carer Name]

I am writing to inform you of my decision to suspend **[Child's Name]** for a period of **[Specify Period]**. This means **he/she** will not be allowed in school for this period. The suspension **begins/began** on **[Date]** and ends on **[Date]**.

I realise this suspension may well be upsetting for you and your family, but I would like to assure you that the decision to suspend has not been taken lightly. Your child has been suspended because **[specify full reason(s) suspension]**.

## *(The following two paragraphs apply to pupils of compulsory school age)*

You have a duty to ensure that your child is not present in a public place in school hours during this suspension on **[Specify Dates]** unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from the Local Authority if your child is present in a public place during school hours on the specified dates. If so, it will be for you to show reasonable justification.

Work will be set for your child to complete on any school days missed as part of this suspension. **[Detail the arrangements for this]**. Please ensure that all work set by the school is completed and returned to us promptly for marking.

You have the right to make representations about this decision to the governing body/management committee. If you wish to make representations please contact **(Name and contact details of the member of staff in the school dealing with Exclusions, normally the Clerk to the Governing Body)** as soon as possible. Whilst the **governing body/management committee** has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child’s school record.

You should also be aware that if you think discrimination has occurred under the Equalities Act 2010 in relation to this suspension, you have the right to make a claim to the First-tier Tribunal (for disability discrimination) or a County Court (for other forms of discrimination). The address to which claims should be sent is 1st Floor, Darlington Magistrates Court, Parkgate, Darlington DL1 1RU, e-mail [send@justice.gov.uk](mailto:send@justice.gov.uk). Your claim must be lodged within 6 months of the date of the exclusion. You may access further information on the following link www.justice.gov.uk/tribunals/send/appeals.

**This paragraph applies if the HT chooses to hold a reintegration interview:**

You **your child** are requested to attend a reintegration interview with me **[alternatively, specify the name of another staff member]** at **(Place)** on **[Date]** at **[Time]**. If that is not convenient, please contact **[name of person to be contacted]** at the school to arrange an alternative date and time. The purpose of the reintegration interview is to discuss how best your child’s return to school can be managed

You also have the right to see a copy of your child's school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

If you wish to seek advice and guidance regarding this suspension you can contact the local authority Exclusion and Reintegration Team via exclusionsupport@hillingdon.gov.uk

You may find it useful to contact Coram Children’s Legal Centre. They provide free legal advice and information to parents on education matters: [www.childrenslegalcentre.com.](http://www.childrenslegalcentre.com/)

Statutory guidance on Suspensions and Permanent Exclusions can be accessed on the following link [www.gov.uk/government/publications/school-exclusion](https://www.gov.uk/government/publications/school-exclusion)

**[Child's Name]**’s suspension expires on **[Date]** and we expect **[Child's Name]** to be back in school on **[Date]** at **[Time]**.

Yours sincerely

## **[Name]**

Headteacher

**[Cc. Social Worker – if the child has one**

**Virtual School Head – If pupil is Looked After**

**Other relevant professionals]**