**MODEL LETTER 2**

Dear **[Parent/Carer Name]**

I am writing to inform you of my decision to suspend **[Child's Name]** for a fixed period of **[Specify Period]**. This means **[Child's Name]** will not be allowed in school for this period. The suspension start date is **[Date]** and the end date is **[Date]**. Your child should return to school on **[Date]**.

I realise this suspension may well be upsetting for you and your family, but my decisionhas not been taken lightly. Your child has been suspended for this fixed period because **[Specify full reasons for suspension]**.

**[for pupils of compulsory age - next 3 paragraphs]**  

You have a duty to ensure your child is not present in a public place in school hours during the first 5 school days of this suspension**.** I must advise you that you may be prosecuted or receive a penalty notice from the Local Authority if your child is present in a public place on the specified dates without reasonable justification. It will be for you to show that there is reasonable justification for this.

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

As your child’s suspension is for a period greater than 5 school days, provision for suitable full-time education will be made available from day 6 of their suspension period [specify date]. [include details of 6th day provision if known or advise parents they will be notified shortly via a further letter]. On **[Date]** **your child** should attend at **[Give name and address of the alternative provider if not the home/school]** at **[Specify the time - this may not be identical to the start time of the home/school]** and report to **[Staff member's name]**.

You have the right to request a meeting of the school’s discipline

committee/management committee to whom you may make representations, and my decision to suspend can be reviewed. As the period of this suspension is more than 5 school days in a term the discipline committee/management committee must meet if you request it to do so. The latest date by which the discipline committee/management committee must meet, if you request a meeting, is **[Specify date - no later than the 50th school day after the date on which the discipline committee were notified of this suspension]**. If you do wish to make representations to the discipline committee/management committee and wish to be accompanied by a friend or representative, please contact **[Name of Contact]** on/at **[Contact Details - Address, Phone Number, Email]**, as soon as possible. Please advise if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school. Also, please inform **[Contact]** if it would be helpful for you to have an interpreter present at the meeting.

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 **and 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 have the right to see and have a copy of your child’s school record. Due to confidentiality restrictions, you must 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.

TIf 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](mailto: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 exclusions and suspensions can be accessed via the following link:

[www.gov.uk/government/publications/school-exclusion](https://www.gov.uk/government/publications/school-exclusion)

**[Child’s name]** 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]**