**Model Letter 7 – Lunchtime Suspension**

From the Headteacher notifying the parent of a lunchtime suspension.

### Dear **[Parent/Carer]**,

I am writing to inform you of my decision to exclude **[child’s name]** at lunchtime for a fixed period of specify number of days. Your child has been suspended for this fixed period because **[reason for exclusion]**.

I realise this suspension may well be upsetting for you and your family, but the decision to suspend your child has not been taken lightly. We have taken the following steps to try to avoid or to find an alternative to this suspension **[state actions taken]**.

### **{I am aware of child’s name’s Special Educational Needs. The following steps have been taken to make reasonable adjustments for this [state adjustments made].}**

**{If you decide to have a reintegration interview}** You and your child should attend a re-integration interview with me **(alternatively specify the name of another staff member)** on **[date]** at **[time]** If that is not convenient, please contact the school to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best **[child’s name]**’s return to school at lunchtime can be managed.

### (Lunchtime exclusions ‘count’ as half a day absence, so if the lunchtime exclusion extends for a period in excess of 10 lunchtimes the following paragraph should be substituted)

You have the right to request a meeting of the Pupil Discipline Committee at which you may make representations and the decision to exclude can be reviewed. The latest date the Committee can meet is **[date - no later than 50 days from the date the Committee is notified]**.

You should also be aware that if you think the exclusion 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, (Special Educational Needs and Disability).

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.

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 of your child’s school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

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 Exclusion can be accessed at [www.gov.uk/government/publications/school-exclusion](https://www.gov.uk/government/publications/school-exclusion)

Yours sincerely

**[Name]**

Head teacher