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| Letter 1 - to be sent on headed notepaper by the Headteacher |
| Suspension - up to 5 school days - total in current term not over 5 school days |

[• Name of parent(s)]

[• Address of parent(s)]

[• Date]

Dear [• Parent(s) name(s)]

Re: [• Pupil's full name]

Date of Birth - [• Pupil's DOB]

I am writing to inform you of my decision to suspend [• pupil's name] for a fixed period of [• number up to 5] school days. The suspension started on [• day], [• date], and continues until [• day], [• date] inclusive. This means that [• pupil's name] will not be allowed in school for this period.

My decision has not been taken lightly. I have suspended [• pupil's name] because [Insert the Headteacher's reasons for the suspension - this should include the date(s) of incident(s), a summary of what happened, including aggravating features, and (where appropriate) a summary of the pupil's previous behaviour / sanctions.]

In coming to this decision, I have taken into account the views expressed by [• pupil's name], which are [Insert a summary of the views expressed by the pupil, including contributing factors, and how these have been taken into account in the decision to suspend, as per Para 4 on page 11 of the statutory guidance].

[Delete / adapt as appropriate] [• As [• pupil's name] [• is a [• previously] looked after child] [• has a social worker], I notified the [• Local Authority's Virtual School Head (VSH)] [• and] [• [• pupil's name]'s Social Worker] that I was considering suspension to establish whether there were any additional assessments and / or support that could be in place to support and improve [• Pupil's Name]'s behaviour. While the information I was provided with was useful and I have taken this into account, I am satisfied that suspension is appropriate in this case. I have notified the [• VSH] [• and] [• Social Worker] of the suspension.]

[Delete / adapt as appropriate] [• have also taken into account that [• pupil's name] [Insert details of any SEN and / or disability, an how this has been factored into the decision. Note that, where the disability definition is met (which is a low threshold) and there is any link between the disability and the behaviour (e.g. the disability triggers the behaviour / meltdown), this letter should clearly summarise all measures / strategies put in place by the school to manage / improve the pupil's behaviour (to include information about preventative measures to suspensions and exclusions, see Behaviour Guidance 'Preventing recurrence of misbehaviour' and consideration of a) off-site direction to improve behaviour and / or (b) managed move) and meet their SEN / disability needs in the run up to the incident leading to the suspension, and their level of effectiveness, in order to be able to justify the suspension as reasonable / a proportionate means of achieving a legitimate aim. Seek legal advice / review of the letter where necessary].

This suspension brings the total number of days that [• pupil's name] has been suspended in the current school term to [• number up to five] school days.

[Delete the following paragraph where the pupil is under or over compulsory school age] You are legally required to ensure that [• pupil's name] is not present in a public place (including on or outside the school site) during normal school hours for the duration of this suspension, unless there is reasonable justification for this. The Local Authority has the power to impose a financial penalty notice or prosecute you if you breach this legal duty, and it will be for you to satisfy the Local Authority that there was reasonable justification for this.

[Technically, the following paragraph only applies to pupils of compulsory school age, however we recommend that education continues for all pupils during the suspension period. You will need to describe what the arrangements will be during the initial period of up to five school days, noting that the statutory guidance encourages the use of AP earlier than the sixth school day, where possible. You are permitted to set work for them to complete at home (ensuring it is marked) and / or you can utilise online learning resources such as Google Classroom or Oak National Academy. The statutory guidance confirms that the school's legal duties to pupils with SEN and/or disabilities remain in force during this period, e.g. to make reasonable adjustments] Arrangements will be made for [• pupil's name]'s education to continue during the suspension period. These arrangements are [• *s*et out arrangements].

You have the right to make representations about the suspension to the Governors' Discipline Committee (Committee). If you wish to make representations, please send them to [• name of Clerk], Clerk to the Governors, at [• postal and / or email address]. [• Pupil's name] may also be involved in this process by [• writing down what they would like to say about the suspension and asking you to send this to us with your own representations [This is suggested wording only, as it is left to you to decide how the pupil can be involved in making representations at this stage, however keep in mind that the statutory guidance encourages pupils to be involved, and supported with this where necessary].

In this case, the Committee has no power to direct that [• pupil's name] is reinstated to school, however it must consider any representations you make, and can ask for a note of its view to be placed on the educational record, where appropriate.

I have notified the Local Authority [● and your home Local Authority] of the suspension, and the reasons for it.

The Department for Education's statutory guidance on suspensions and permanent exclusions can be accessed online at: <https://www.gov.uk/government/publications/school-exclusion>

You are able to access the following sources for impartial advice:

* **Education Inclusion Service,** Gloucestershire County Council Telephone: 01452 427360/427800
* Coram's Child Law Advice service on 0300 330 5485 (Monday to Friday, 8.00 am to 6.00 pm) or via their website: <https://childlawadvice.org.uk/information-pages/school-exclusion/>
* ACE Education on 0300 0115 142 (Monday to Wednesday, 10.00 am to 1.00 pm, during term time) or via their website: <http://www.ace-ed.org.uk/>
* Independent Provider of Special Education Advice's (IPSEA) on 0300 222 5899 or via their website: <https://www.ipsea.org.uk/>
* [Insert details of other relevant sources of advice relevant to the pupil or their family]

[• Pupil's name] is due to return to school on [• day], [• date], at [• time]. We have arranged a reintegration meeting on [• day], [• date], at [• time] which you should attend, along with [• Pupil's name].

The purpose of the reintegration meeting will be to discuss and agree a reintegration strategy that offers [• pupil's name] a fresh start, helps them understand the impact of their behaviour on themself and others, teaches them how to meet our high behaviour expectations, fosters a renewed sense of belonging and builds engagement with learning. [• Pupil's name]'s suspension should not be seen as an obstacle to [• his / her] future success. [Note that this wording is taken from the statutory guidance]

Yours sincerely

[• Name]

Headteacher

Copy to: Education Inclusion Service, Gloucestershire County Council

DCEO

Chair of Governors

Social worker/ Virtual School (if appropriate)