

<internal reference>

<Date>

<parent/carer name>

<address>

**Suspension for<name and DOB of child>**

Dear <name of parent>

I am writing to inform you of my decision to suspend <name> for a fixed period of <number of days> days commencing on the **<morning/afternoon of date>**.

A suspension is the most serious sanction available to me, short of permanent exclusion. It is recorded on your child's school record. The Local Education Authority and the Governing Body of the school are informed of the suspension and the circumstances surrounding it.

You have a duty to ensure that your child is not present in a public place in school hours during the suspension period of the **<morning/afternoon of date until morning/afternoon of date >** unless there is reasonable justification for this. I must advise you that you may receive a Penalty Notice (currently £60) 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.

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend <name> has not been taken lightly. **<name> has been suspended for:**

**<list reasons>**

<name> can log onto Hegarty Maths, Microsoft teams and GCSE Pod to access online tutorials and additional assessment material, which can then be reviewed by their subject teacher. <name> can also be provided with paper materials which should be completed during the suspension and returned to the Academy. Please contact the Academy if you require paper copies of work packs, work can be also collected from the academy reception.

You and <pupil's name> are requested to attend a reintegration interview with <academy staff member> at <place> on <date> at <time>. The purpose of the reintegration interview would be to discuss an effective return into the academy for <name>. If that is not convenient, please contact the school <contact details> to discuss how best we can support your child

**<name> should attend this meeting with you in full academy uniform and be prepared to return to lessons following a successful meeting.**

We do hope that you will support us in what we are trying to do. <name>'s behaviour is damaging not only their education, but also that of other students in the school. It is our belief that successful behaviour

modification is most likely to be achieved if the school and parents/carers work closely together, especially where the student is aware that this is happening. It would therefore be very useful if you would talk to <name> about the content of this letter and make them aware that you will be working with us to improve their behaviour at school.

You have the right to see a copy of <name>'s school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of <name>'s school record. I will be happy to supply you with a copy if you request it. There is a charge of 10p per sheet for photocopying.

You have the right to make representations to the School Governors'/Inclusion Discipline Committee. If you wish to make representations please contact <name>, Chair of the Academy Advisory Board , <academy address>, Telephone number <academy phone number>, e-mail <academy email address> as soon as possible.

You may find it useful to review the following free and impartial advice:

- <https://www.gov.uk/government/publications/school-exclusion>,
- Coram Children's Legal Centre ([www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)),
- ACE Education (<http://www.ace-ed.org.uk>) and their advice line service on 03000 115 142 on Monday to Wednesday from 10 am to 1 pm during term time.

*<Where considered relevant by the head teacher, links to local services, such as Traveller Education Services, the Information Advice & Support Services Network (formerly known as the local parent partnership) (<https://councilfordisabledchildren.org.uk/information-advice-and-support-services-network/about>), the National Autistic Society (NAS) School Exclusion Service (England) (0808 800 4002 or [schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk)), or Independent Parental Special Education Advice <http://www.ipsea.org.uk/>>*

<name>'s suspension will expire at the end of the <date> and we expect <name> to be back in school on <date> at 8<time>.

It is essential that we meet to discuss <name>'s return to school. Please could you and your child meet with <staff member> on <date> at <time>, you may bring a friend or representative with you to the meeting. If this is not convenient please contact <academy details> to arrange an alternative time

Yours sincerely

<name>  
Principal