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| Letter 4 - to be sent on headed notepaper by the Headteacher |
| Suspension - Over 5 school days - Total in current term over 5 but not over 15 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 over 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] [• I have also taken into account that [• pupil's name] [insert details of any SEN and / or disability, and 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 over 5 but not over 15] 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 first 5 school days 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 5 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 first [• 5] school days of the suspension period. These arrangements are [set out arrangements].

[Adapt as appropriate] After that, arrangements [• have be made for [• pupil's name] to attend [• name of AP or PRU] located at [• address] from [• time] to [• time] for the remaining period of the suspension][• will be made for [• pupil's name] to attend suitable full-time education elsewhere for the remaining period of the suspension, full details of which will follow].

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 (depending on age and capacity), however keep in mind that the statutory guidance requires GDCs to identify how they will enable and encourage these pupils to attend meetings or "feed in their views by other means", with support if necessary].

**If you do make representations about the suspension, the Committee will be under a duty to convene a Governors' Discipline Meeting (Meeting) at which my decision to suspend [• pupil's name] will be reviewed, in order for them to decide if [• pupil's name] should be reinstated to school and, if so, whether this should be immediately or on a specified date. If you do not make any representations about the suspension, the Committee is not under any duty to meet to review my decision.**

Where applicable the Meeting must be convened within 50 school days of the date the Committee were notified of the suspension. You have a right to attend the Meeting, bring a friend, and be legally represented (at your own expense). [Delete / adapt as appropriate, taking into account the age and capacity of the pupil][[• Pupil's name] may also attend the Meeting and speak to the Committee on [• his / her] own behalf.]

The Meeting will take place in person, unless a request is received from you for the Meeting to take place by 'remote access', which means the Meeting will be set up as a video conference (for example, via Microsoft Teams or Zoom), and arrangements will be made for an equipment check to take place in advance to ensure that everyone present is able to participate fully by video or, if that is not possible, by telephone.

[• As [• pupil's name] [• is a [• previously] looked after child][ • and ][• has a social worker], the [• VSH][• and ][• Social Worker] will be invited to attend the Meeting, and are permitted to attend by 'remote access' even if you have not requested a 'remote access' Meeting and everyone else is therefore attending in person.]

If you wish to request a 'remote access' Meeting, bring anybody with you, and/or you need special arrangements to help you or anyone else attend and participate in the Meeting (e.g. step-free access, an interpreter or signer), please inform [• name of Clerk], Clerk to the Governors, at [• postal and / or email address] when you send your representations (or as soon as possible thereafter) so that arrangements can be made.

[Maintained schools only - I have notified the [•  school's] Local Authority [•  and your home Local Authority] of the suspension, and the reasons for it. A representative of the [•  school's] Local Authority [•  and your home Local Authority]will be invited to attend the Meeting and, if they attend, will be able to make representations to the Committee.]

[Academies only - I have notified the [•  school's] Local Authority [•  and your home Local Authority] of the suspension, and the reasons for it. You may ask for a representative of the [•  school's] Local Authority [•  and/or your home Local Authority] to be invited to attend the Meeting (they will not be invited unless you specifically request this). However if they do attend, this will be as an observer only and they will only be permitted to speak with the permission of the Committee on a particular point, and will not be permitted to make written submissions. If you would like a representative of the [•  school's] Local Authority [•  and/or your home Local Authority] to be invited, please inform the Clerk when you send your representations.]

I will attend the Meeting to explain my decision to the Committee, and answer questions. [• Relevant staff witnesses may also attend the meeting to assist the Committee, and answer questions].

If [• pupil's name] has already returned to school by the date of the Meeting and the Committee decides to reinstate [• him / her], this will effectively cancel the exclusion in their educational record.

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 of 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 (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)