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| **Guidance for completing consideration of representations following suspension where there is no power to direct reinstatement letter (i.e. total not exceeded 5 days in current term) from the Clerk to local governors’ Discipline Committee (GDC)**  **Please delete before sending.** |
| **Please add the school’s letterhead but ensure that the DGAT logo is also included.**  **Notes for editing: anything in square brackets is to give a direction for completing this template.** |

[ 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 that the Governors' Discipline Committee (Committee) has considered the representations [ you made][ that were made on your behalf] about the Headteacher's decision to suspend [ pupil's name] for a fixed period of [number up to 5] school days with effect from [ day], [ date].

As you have been made aware, the Committee has no power to direct that [ pupil's name] be reinstated to school. The Committee is, however, under a duty to consider any representations made by you and, where appropriate, ask for a note of its views to be placed on [ pupil's name]'s educational record. In carrying out its task, the Committee had regard to the Department for Education's current statutory guidance on suspension and permanent exclusion.

The Committee carefully considered the representations made [ by you] [ on your behalf], together with all other relevant records relating to the suspension and the incident[s] which led to it, including [witness statements][ and][ other evidence] gathered during the investigation, together with the letter sent to you by Headteacher informing you of the suspension, the reasons for it, and the factors taken into consideration before the decision was reached.

The Committee considered the circumstances which led to the suspension [, as well as contributing factors ][ , behavioural or emotional factors,] and the interests and circumstances of [pupil's name]. [ The Committee also considered [ pupil's name]'s [ special educational needs][,][ and] [ disability][and ][additional needs], and how [ this / these] may have impacted on the behaviour that led to the suspension. The Committee considered whether the Headteacher gave adequate consideration to [ this / these], and whether the school put in place appropriate and adequate measures and / or strategies to support [ Pupil's name]'s needs and improve [ his][ her] behaviour, reducing the risk of suspension [**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**].

[**Delete / adapt as appropriate**] [ As [pupil's name] [ is a [previously ]looked after child][and ][has a social worker], the Committee also considered information provided by [ the Local Authority's Virtual School Head (VSH)][ and] [ [ pupil's name]'s Social Worker] to the Headteacher, with a view to establishing whether there were any additional assessments and / or support that could have been put in place to support and improve [ pupil's name]'s behaviour, and reduce the risk of suspension.]

The Committee also considered the interests and circumstances of other pupils, members of staff at the school and the school community.

Having considered all of the factors mentioned above, the Committee considered whether the suspension was a fair, reasonable and proportionate response to the misbehaviour involved, and whether it complied with the regulations and statutory guidance on suspension and permanent exclusions and other relevant legislation / guidance, and whether the process followed was procedurally correct and fair.

The Committee established, on the balance of probabilities, that on [ date(s)] [ pupil's name] [**summarise the incident(s) leading to the suspension, and any aggravating features**].

The Committee also established that [**set out any factors identified, e.g. background issues, SEN, disability, etc., identified as set out in the paragraph above, together with a summary of measures / strategies put in place by the school, and their effect].**

Having considered this matter very carefully, the Committee [ decided that the suspension was a fair, reasonable and proportionate response to behaviour involved] **OR** [ was concerned that [**give details of the GDC's concerns in relation to the suspension itself or the process that was followed].**

The reason why the Committee formed this view is because [**give reasons for decision, in sufficient detail for the rationale to be fully understood].**

The Committee has asked for a note of its view to be [ placed on [ pupil's name]'s educational record][ brought to the attention of the Headteacher].

[**Delete / adapt as appropriate**] [ The Committee has also asked for a note of its view to be sent to the [Local Authority][ and][ ,][ your home Local Authority][ and][ ,][ VSH][ and][ Social Worker].]

Yours sincerely

[ Full Name]

Clerk to the Governors' Discipline Committee