**Model letter - Governing board invite to governor meeting (Items in bold should be deleted as applicable or relevant information inserted)**

**From the Clerk to the Governing Board inviting parent/carer to governor’s review meeting for: a permanent exclusion/ fixed term suspension of more than 15 school days in total in one term/ fixed term suspension of more than five school days in a term where the discipline committee/management committee have been requested to meet.**

Dear **[Parent's name]**

**Re: Permanent Exclusion/Fixed Term Suspension more than 15 school days in one term/Fixed period exclusion of more than 15 school days in total in one term/Exclusion of more than five days in a term where the discipline committee/management committee have been requested to meet in respect of** **[Child’s Name] – [Year Group] [DOB:]**

With reference to the letter **[dated]** from **[Name of Head Teacher]**  **[as a permanent exclusion notice has been issued/as the length of the exclusion is more than 15 school days in total in one term/as the length of the exclusion totals more than five days in one term and the committee/PRU management committee have been requested to meet** ] as Clerk to the Governing Board/Discipline Committee I am writing to confirm the Pupil Disciplinary Committee must meet to consider [**Child’s name]** reinstatement on **[day and date].** The meeting will start at [**time**] and take place at **[venue]**. I trust this date, time and venue are acceptable. If you have any difficulties with this arrangement please contact me either by **[insert telephone, email contact and address details]** as soon as possible**.**

The purpose of the meeting is for the Committee to decide whether or not to uphold (agree with) **[the permanent exclusion/fixed term suspension over 15 days in one term/exclusion of five days in a term where the discipline committee/management committee have been requested to meet]** or to reinstate (that is, **[Child’s Name]** may return to school). You and [**Child’s Name**] are invited to attend this meeting to make representations to the Governing Board/PRU Management Committee if you wish and ask them to reinstate [**Child’s Name]** in school. Alternatively, youand/or [**Child’s Name]** may wish to communicate your views by other means i.e. a letter or statement of the incident.

If you wish to make representations to the Governing Board/PRU Management Committee and wish to be accompanied by a friend or representative please contact **[name of contact]** **[contact details – address, phone number, email],** as soon as possible. The **Governing Board/Management** **Committee** will consider carefully all the circumstances of the exclusion, including any letters that you send to them and statements you make at the meeting, as well as the report of the Head Teacher/Principal

**Academies should also insert the following:** You may also invite a representative of the Local Authority to attend the meeting as an observer where, with the governor’s consent, they can make representations.

Please let us know if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform **[name of contact]** if it would be helpful for you to have an interpreter present at the meeting.

**[I enclose a copy of all the paperwork related to the exclusion/A copy of the paperwork will be sent out to you at least 5 days in advance of the meeting]**.

In the meantime, if you have any questions please do not hesitate to get in touch with me.

Yours sincerely

Clerk to the governors