Dear *Parents Name*

**Re: Meeting of the Governors’ Panel of *name of school* – Review of the Head Teacher’s/Principal’s decision to permanently exclude/suspend (delete as appropriate) *name of child***

I write on behalf of the Chair of the Governors’ Panel, further to the above meeting which was held on **DATE** at **TIME** at the School. The purpose of this meeting was for the Governors’ Panel to review the Head Teacher’s/Principal’s decision to **suspend/permanently exclude** (delete as appropriate) the **CHILD** from the School.

*ONLY IF RELEVANT – You did not attend this meeting* ***but the Panel did have the benefit of the detailed letter, dated DATE,*** *that* ***XXX*** *submitted in response to the* ***Head Teacher’s/Principal’s*** *decision to* ***suspend/permanently exclude*** *(delete as appropriate)* ***CHILD*** *and the information that the School had provided to the Panel.*

The incident/s that led to the Head Teacher’s/Principal’sdecision to **suspend/permanently** **exclude** (delete as appropriate) **CHILD**is/are detailed with the pack provided by the School.  *ONLY IF RELEVANT IE THE EXCLUSION FOR ONE SEROUS INCIDENT. Although there was further information provided by both the School and XXX regarding* ***CHILD’S*** *time at the school in general, including reference to other issues he/she has been Involved in, the Panel made its decision based solely on the evidence pertaining to the incident that took place on* ***DATE.***

* **INSERT POINTS HERE SETTING OT THE MAIN AREAS OF CONCERN – IE THE PANEL NOTED THAT ON 1 FEB THE CHILD WAS FOUND TO BE SMOKING BEHIND THE BIKE SHEDS, DESPITE SEVERAL WARNINGS IN THE PAST THAT THIS BEHAVIOUR….**
* **PANEL MAY WISH TO REFER TO THE INTERVENTIONS CARRIED OUT IF RELEVANT – IE THE PANEL NOTED THAT A NUMBER OF INTERVENTIONS HAVE BEEN USED BY THE SCHOOL IN AN ATTEMPT TO GET CHILD TO MODERATE BEHAVIOUR INCLUDING….**
* **ANY BALANCING POINT FROM PARENT/CHILD PROVIDED ON PAPER OR ORAL SUBMISSION…..**

After carefully considering the representations made at the meeting and all the documentary evidence presented the Governors’ Panel have decided to uphold the Head Teacher’s/Principal’s decision to **suspend/permanently exclude** (delete as appropriate) **CHILD.** In reaching its decision, the Governors’ Panel was unanimously of the view that the Head Teacher’s/Principal’s decision was lawful, reasonable and procedurally fair, taking into account the Head Teacher’s/Principal’s legal duties.

The Panel was satisfied **CHILD’S** actions on **DATE** amounted to a serious breach of the School’s Behaviour Policy **OR** The Panel was satisfied that **CHILD’S** actions amounted to persistent breaches of the School’s Behaviour Policy; and that allowing **CHILD** to remain in school would seriously harm the education and welfare of **CHILD AND/OR** others in the School. *ONLY IF**RELEVANT The School has a duty to consider and safeguard the wellbeing of all students and staff within its care.*

The School’s Behaviour Policy and Code of Conduct clearly states the **REFERENCE SECTIONS OF POLICIES THAT THE BEHAVIOUR HAS BREACHED PLUS ANY SECTIONS THAT SET OUT EXPECTATIONS FOR GOOD GENRAL BEHAVIOUR ETC RELEVANT TO THE REASON FOR SUSPENSION/EXCLUSION** (delete as appropriate)**.**

The information provided by the Local Authority Officer on related statistics shows that other schools both nationally and within Herefordshire would consider that a **XXX** would warrant a suspension/permanent exclusion (delete as appropriate).

In the case of a permanent exclusion, you have the right to make representations to an Independent Review Panel which can consider written and oral statements. Any application for a review must be made within 15 school days from the date on which notice in writing of the Governors’ Panel decision was posted to you **(DATE).** You would therefore need to notify the Social Inclusion Officer at the Local Authority of your intention to apply for a review by **DATE.** Any application for a review should be addressed to the Social Inclusion Officer, Additional Needs Team, Plough Lane Offices, Plough Lane, Hereford, HR4 0LE. Your application should set out the grounds on which the application for a review is being made and where appropriate this should include a reference to how any special educational needs (SEN) are considered to be relevant to the exclusion.

In addition, if you are of the view that the exclusion relates to special educational needs, you may request that the Local Authority appoints an Independent SEN expert to attend the Independent Review Panel Hearing. You must make clear that you want an SEN expert to be appointed. The role of the SEN expert is to provide impartial advice on how SEN may be relevant to the exclusion and this would not involve a cost to you for their attendance at the hearing. The Social Inclusion Officer can provide you with advice on the exclusions process and can be contacted at the aforementioned address or on telephone number 01432 260956.

If you have not lodged an application for Independent Review Panel by **DATE,** your right to appeal will lapse.

If you wish to appoint someone to make written and/or oral representations to the Panel you are able to do so (at your own expense) and you are also entitled to bring a friend with you.

In addition to your right to apply for an Independent Review Panel Hearing, if you believe that **CHILD’S** exclusion has occurred as a result of discrimination then you may make a claim under the Equality Act 2010 to the First-tier Tribunal (Special Educational Needs and Disability), in the case of disability discrimination, or the County Court in the case of other forms of discrimination. Any claim made under either of these routes should be made within 6 months of the date on which the discrimination is alleged to have taken place.

I would like to remind you of the following sources of advice and assistance: The Social Inclusion Officer, Herefordshire Council whose contact details are set out above. The Department of Education website also provides additional guidance that may be of assistance to you.

*IF RELEVANT … The Panel was pleased to note that* ***CHILD*** *has XYZ/attended an induction session at the ABC/ information about exam arrangements.*

Yours sincerely,

For and on behalf of the Chair of Governors’ Panel

*Copy to Social Inclusion Officer* [*socialinclusion@herefordshire.gov.uk*](mailto:socialinclusion@herefordshire.gov.uk) *and send via Anycomms to Additional Needs and SEN and record on SIMS*