**RBG Sample letter for Suspension 5 days or less**

**Parent name and address**

**Date**

Dear (Name of Parent/Guardian)

**Re: Child’s Name Year Group DOB**

I regret to inform you of my decision to suspend *child’s name* from *school name* with effect from *(date)*.

I realise that this decision will be upsetting for you and your family but the decision to suspend *child’s name* has not been taken lightly. As you know, we have tried a number of preventative strategies in an attempt to avoid suspension that have included:

**(describe the support provided).**

However, *Child’s name* has been suspended because:

**Note for schools (delete):** The reason for the suspension should be clear and factual, avoiding subjective or judgemental language e.g., ‘Child A hit Child B with his fist. Child B was sitting down when Child A hit him in the middle of his back. Child B has bruising’ as opposed to ‘premeditated aggressive and violent behaviour.’ The reasons should also be given in plain English and be explicit. The headteacher should make it clear that they have fully investigated the incident, checked whether the incident was provoked by racial or sexual harassment and allowed the pupil to give their version of events.

During this suspension, work will be set and marked by the school. Please make arrangements to collect this from Reception and return the completed work to school for marking by the dates given.

Your **son/daughter** should return to school on (date) at (time) **(insert details of your school’s reintegration support meeting).**

You are under a legal duty to ensure that *child’s name* is not present in a public place (including in or outside the school site) during normal school hours during this suspension (**specify dates)** 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.

You have the right to present your views in writing to the schools’ Governing Body and to do this you should contact **(name and c/o address of the clerk to the Governing Body)**

You also have the right to see a copy of your pupil’s school record. To obtain a copy please contact the school office.

Sample Suspension Letter 5 days or less Dec 21

**More information and contact details**

If you would like some advice on suspensions you may contact the LA on their Council’s Contact Centre on 020 8921 5517 or by emailing secondary-behaviour-support@royalgreenwich.gov.uk. You can also access information via Royal Greenwich’s website:

[https://www.royalgreenwich.gov.uk/SchoolExclusions](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.royalgreenwich.gov.uk%2FSchoolExclusions&data=04%7C01%7CEva.Tabaton%40royalgreenwich.gov.uk%7Cb9b38667817040f88c2b08d99a20347a%7Ce632f2633f464111aa5cd54126f95105%7C1%7C0%7C637710285365878853%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=oWLjkEyZZD9P%2FLxm0kBmID20n95xbMmr0pbLBJ8Qez0%3D&reserved=0).

You may also fund it useful to contact:

* The Department for Education's statutory guidance on exclusions can be accessed online at:

[***https://www.gov.uk/government/publications/school-exclusion***](https://www.gov.uk/government/publications/school-exclusion)

You are able to access the following sources of impartial advice:

* The Coram Children's Legal Centre's Child Law Advice Service on 0300 330 5485 (from Monday to Friday from 8.00am until 6.00pm) or via their website which can be accessed at:

[***https://childlawadvice.org.uk/***](https://childlawadvice.org.uk/)

* ACE Education's Advice Line on 0300 0115 142 (from Monday to Wednesday from 10.00am until 1.00pm during term time only) or via their website which can be accessed at:

[***http://www.ace-ed.org.uk/***](http://www.ace-ed.org.uk/)

Yours sincerely,

Headteacher

Copy to: Local Authority

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