**Model Letter 7: from Clerk to the Governing Body/Academy Trust to a Parent of a Pupil Serving Fixed Term Suspension of 6-45 school days**

**SCHOOL LETTER HEAD (containing Clerk to the Governing Body’s Name and School Address)**

Dear **[Parent’s Name]**

**PUPIL NAME: [ENTER NAME] D.O.B: 00.00.00**

### Fixed Term Exclusion From [start date] To [end date]

I am writing to let you know of the decision reached by the School’s **[governing body/Academy Trust]** at the meeting held to consider the decision of the head teacher, in relation to your child's suspension from school.

The **[governing body/Academy Trust]** decided to:

\* Confirm the head teacher's decision **[stating reasons]**

\* Direct reinstatement **[stating reasons]**

\* Place a note on **[Pupil’s Name]** school file that even though the suspension has been served the Governing Body felt that it was **[inappropriate / length was inappropriate]** and should have been [**stating reasons]**

Yours sincerely

**[Name]**

**Clerk to the [Governing Body/Academy Trust]**

Cc Headteacher

Sarah Rogers, Managed Transfers and Exclusions Manager