



## Suspension Information for Parents & Carers

(Please note that full information around suspensions is provided in the behaviour policy and suspension policy.)

We have high expectations for all to ensure that everyone can be happy, successful and safe.

Most pupils will never be suspended from school, but sometimes this is necessary to support pupils where there has been a serious breach of the school behaviour policy and the behaviour presents a risk to the education and/or welfare of the pupils or other members of the community including pupils and staff. Poor and repeated poor behaviour seriously impacts teachers and leaders ability to maintain good order of the school.

If your child is suspended from school, you will be informed (usually by a member of Year Office staff or an Assistant Headteacher) of key details via a phone call, and usually the member of staff will also book a reintegration meeting at this time, allowing us to work together to fully understand what went wrong and put in place a plan for improving behaviour.

Key formal details will be outlined via email sent by the administration team. In the case of short suspensions, it is possible that these details won't arrive prior to the suspension being completed and therefore, key details are available below.



## Suspension Letter Example:

I am writing to inform you of my decision to suspend *[Child's Name]* for a fixed period of *[number of days]*. This means that they will not be allowed in school for this period. The suspension began on *[first date of suspension]* and ended on *[last date of suspension]*.

The decision to suspend *[Child's Name]* has not been taken lightly. *[Child's Name]* has been suspended for this fixed period because on *[date of incident]*, *[Child's Name]* *[reason for suspension]*

You have a duty to ensure that your child is not present in a public place in school hours during this suspension on *[suspension dates]*, unless there is reasonable justification for this (or until the start date of any alternative provision where this is earlier). I must advise you that you may receive a penalty notice from the Local Authority if your child is present in a public place during school hours on the specified dates. If so, it will be for you to show reasonable justification.

We will set work for *[Child's Name]* to be completed on the days specified in the previous paragraph. Your child should log in to their Google Classroom and work on outstanding tasks on the 'to do' list. If this is completed and there is no outstanding work on the recommended Apps, your child should search for the 'I-Room' classwork where there are plenty of available resources. Additional work is accessible via Oak Academy (<https://www.thenational.academy>). Please ensure that work set by the school is completed and returned to us promptly for marking or submitted online.

You have the right to make representations about this decision to the Governing Board. If you wish to make representations, please contact the Clerk of the Governors Pupil Disciplinary Committee, Gary French, either via your school or at [theclerk@governor.kgabayhouse.uk](mailto:theclerk@governor.kgabayhouse.uk) as soon as possible. The Governing Board must consider any representation made by parents, but it cannot direct reinstatement and is not required to arrange a meeting with parents.

You should be aware that if you think the exclusion has occurred as a result of discrimination, 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 (<https://www.justice.gov.uk/tribunals/send>). A claim of discrimination made under these routes should be lodged within six months of the date on which the discrimination is alleged to have taken place, e.g. the day on which the pupil was excluded.

You may wish to contact the following sources of advice about exclusion from school:

Inclusion Support Service, Children's Services, Hampshire County Council, Elizabeth II Court, The Castle, Winchester, Hampshire SO23 8UG.

Telephone: 01962 876311

<https://www.hants.gov.uk/educationandlearning/educationinclusionsservice>

ACE education - telephone: 0300 0115 142 (Monday and Tuesday, 10am to 1pm during term time)

The Coram Children's Legal Centre aims to provide free legal advice and information to parents/carers on state education matters.

Telephone: 020 7713 0089. The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24 December to 1 January.

<https://www.childrenslegalcentre.com>

Hampshire Special Education Needs & Disability Information, Advice & Support: Hampshire SENDIASS | Impartial SEND Advice & Support

Independent Provider of Special Education Advice (IPSEA) - independent information and support on the suspension and permanent exclusion of children with SEND

Department of Education Statutory Guidance on exclusions is published online at:

<https://www.gov.uk/government/publications/school-exclusion>

Department of Education A Guide for Parents: A guide for parents on school behaviour and exclusion - GOV.UK ([www.gov.uk](http://www.gov.uk))

*[Child's Name]* suspension expired on *[last day of suspension]* and we expect *[Child's Name]* to be back in school on *[date of return to school]* at *[Time]*.