

SUSPENSION: GUIDANCE FOR PARENTS

Your child has been suspended from school for a fixed-term. This means they may not return to school or go near the school buildings or grounds until the date given in the attached letter.

If you are invited to a readmission meeting

1. The Headteacher, another senior member of staff or your child's Head of House will arrange a meeting with yourselves and your child. Others may be invited who have been involved with your child and who may be able to help in planning the way forward. If you wish you may be supported at this meeting by a friend or anyone else of your choice.
1. The meeting will be arranged to discuss the reasons for your child's suspension from school and you will have the opportunity to give your views.
2. Your child should come with you to the meeting but may be asked to leave for a time, so that you and the staff can talk in private.
3. The aim of the meeting is to identify positive strategies which will help and support your child and to prepare an individual action plan.
4. **If you wish to make representations about this suspension to the governors, you should contact the PA to the Headteacher, Debbie Whittaker or Tammy Boden.**
5. If your child would lose an opportunity to take any public examination, the Governors' Behaviour Committee must consider directing the reinstatement of your child. A meeting will be called to which you will be invited.

If you are invited to a meeting with the Governor Behaviour Committee

1. A meeting of the Governor Behaviour Committee may take place to consider the suspension and decide whether or not the child should be reinstated. You have the right to make oral and/or written representations to the Governors' Behaviour Committee about this suspension.
1. The Governor Behaviour Committee meeting should be held between 6 and 15 school days following the date of the suspension by the Headteacher in the case of both permanent exclusion and suspensions of more than 15 days. For suspensions of less than 15 days the meeting will be held within 50 days. In all cases you will be invited to attend and your child will be expected to attend with you.
2. The purpose of the Governor Behaviour Committee's meeting is to discuss the reasons for your views and make representations to the Governors.
3. The Governor Behaviour Committee will consist of governor representations alongside the Headteacher and/or other senior members of staff. It may sometimes be helpful to have other people there, such as a Head of House or the Student Support Centre Manager. If you wish you may be supported at the meeting by a friend/legal representative or anyone else of your choice.
4. If you do not attend, the meeting may have to go ahead in your absence. This may result in a decision being made which will affect your child's education. If you wish to make written representations about this suspension to the Governor Behaviour Committee, please send a letter to the PA to the Headteacher, Debbie Whittaker c/o the school within 7 days of being informed of this suspension.

5. The Headteacher's report on the circumstances leading to the suspension and any other written information which is to be presented to the meeting will be sent to you at least 48 hours before the meeting. Otherwise, no written information will be considered and the Committee's conclusions will be based on spoken information alone.
6. Your child should come with you to the meeting so that they can be present for certain parts of the discussion. All those who are not members of the Committee, including yourself, will be asked to leave whilst the Governor Behaviour Committee discuss the information which it has received. No new information will be introduced in your absence.
7. The Governor Behaviour Committee may determine:
 - (i) that your child should return to the school on a certain date
 - (i) that your child should not return to school and that suspension or permanent exclusion is upheld
8. You will be informed of the outcome of the Governor Behaviour Committee's meeting and this will be confirmed in writing.
9. If the Governor Behaviour Committee upholds a permanent exclusion parents have a right of appeal against the decision and you will be informed of the appeal procedures at the same time as you receive the Discipline Committee's decision. The LEA will upon your request provide further guidance on your right to appeal. Such an appeal will be considered by an Independent Appeal Panel.
10. The Education Committee's document Children's Behaviour in Schools' which includes sections regarding suspensions and exclusions, is available for reference at the school and the Area Education Officer.