**Governors review meeting outcome letter directing reinstatement**

**Model letter 10**

**From the clerk to the governing body to parent directing reinstatement**

**Please delete the information in ‘italics’ before sending the letter.**

Dear **[Parent's name]**

The meeting of the governing body at **[school]** on **[date]** considered the decision by **[head teacher]** to permanently exclude your son/daughter **[name of pupil]**. The governing body after carefully considering the representations made and all the available evidence; has decided to overturn the head teacher’s decision and to direct that **[name of pupil]** return tothe school.

The reasons for the governing body's decision are as follows: **[give the reasons in as much detail as possible, explaining how they were arrived at.]**

***[Governors should direct reinstatement of the pupil immediately or by a particular date, allowing time for arrangements to be made. Governors cannot attach conditions to the reinstatement].***

**[Name of pupil]** should return to school on **[date].**

Yours sincerely

**[name]**Clerk to the Governing Body

CC: Head teacher

CC: Principal Officer, Exclusions