**Some schools have asked for suggested wording for the Governors outcome letter considering a fixed-term exclusion**

**Model letter 11**

**From the Clerk or Chair to the governing body to parent considering representations against a fixed-term exclusion.**

Dear **[Parent's name]**

The governing body considered your representations about the decision by the head teacher to exclude your **son/daughter** **[name of pupil]** for a total of **X** days. The fixed-term exclusion was for 5 days or fewer in a term. The governors cannot reinstate your child or remove the exclusion from your child’s record, we can simply consider the head teacher’s decision and your representations and include a copy of our response in your child’s file.

The governing body after carefully considering the representations made and all the available evidence has decided it **agrees / disagrees** with the head teacher’s decision. We agree that **X** days **was / was not** an appropriate sanction.

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].**

Yours sincerely

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

**Or**

Chair to the Governing Body

CC: Head teacher

CC: Principal Officer, Exclusions