**Lunchtime exclusion**

**Model letter 7**

**From the head teacher notifying parent of a fixed period exclusion for the duration of the lunchtime period. Lunchtime exclusions are counted as one half of a school day for statistical purposes and to trigger governor meetings so parents can make representations.**

**Please delete the information in ‘italics’ before sending the letter.**  
   
Dear **[Parent's Name]**

I am writing to inform you of my decision to exclude **[Pupil’s name]** from the school at lunchtime only for a period of **[xx]** school days. **[specify period]**. This means that **he/she** will not be allowed in school for this period. **He/she** will need to be collected from the school office at **[specify time]** and returned to the school office at **[specify time]**. The exclusion begins on **[date]** and ends on **[date]**.

**(IF THIS IS APPROPROPRIATE – PLEASE INCLUDE)**

**As he/she is entitled to free school meals, a packed lunch will be available for him/her to take home during this period of lunchtime exclusion. Please see the school office to confirm the contents of the lunch each day.**

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude **[Pupil’s name]** has not been taken lightly. **[Pupil’s name]** has been excluded for this fixed period because **[reason for exclusion]**.

You have the right to make representations about this decision to the governing body. If you wish to make representations, please contact **[Name of Contact]** on/at **[contact details — address, phone number, email]**, as soon as possible. Whilst the governing body has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record.  
   
You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the First Tier Tribunal (http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm).

***[The following paragraph may be used if the head teacher chooses to hold a reintegration interview]***

You and **[Pupil’s name]** are requested to attend a reintegration interview with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. If that is not convenient, please contact the school **[within the next xxx days]** to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed.  
  
You have the right to see and have a copy of **[Pupil’s name]**'s school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy and there may be a charge for photocopying.

A copy of Ealing Local Authority’s information leaflet is enclosed and further advice on the exclusions process can be sought from the Principal Officer, Debby Legg or the Support Officer, Ben Lundy – Behaviour Service and Exclusions on 0208 825 5070.

The statutory guidance on exclusions can be found here: <https://www.gov.uk/government/publications/school-exclusion>

You may also find it useful to contact the Children's Legal Centre; which aims to provide free legal advice and information to parents on state education matters. They can be contacted on 0300 330 5485 or on: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

**[Pupil’s name]**'s lunchtime exclusion expires on **[date]** and we expect **[Pupil’s name]** to be back in school on **[date]** at **[time]**.

Yours sincerely   
**[Name]**   
Head teacher

CC: Principal Officer, Exclusions