**Some schools have asked for suggested wording for the letter notifying parent/carers of the governors review meeting**

**Model letter 8**

**From the clerk to the governing body inviting parent/carer to governors review meeting**

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

Dear **[Parent's name]**

**Re: Permanent Exclusion of** **[NAME OF PUPIL] – [DOB:]**

I am writing to confirm the Governing body’s’ Discipline Committee will meet to consider [**PUPIL NAME’S]** permanent exclusion on [DAY and DATE]. The meeting will start at [**TIME**]. Please come to reception 10 minutes before the scheduled start.

You and [**PUPIL NAME**] are invited to attend this meeting. [**PUPIL NAME**] should attend the meeting in full school uniform **(*more applicable to high school pupils*).**

If you wish to be accompanied to the meeting by a friend or representative please let me know in advance of the meeting. **[*include if required*] Please advise me immediately if you need an interpreter present at the meeting so that I may make arrangements.**

You have the right to make representations, both in writing before the meeting and by speaking at the meeting, if you wish. Should you choose to submit written information please send this to me before the hearing so that I may forward it to the governors.

The Governors serving on the discipline committee will be **[NAME GOVERNOR 1]**, **[NAME GOVERNOR 2]** and **[NAME GOVERNOR 3**]. The committee will be clerked by the clerk to the Governors’ Discipline Committee.

A copy of all the paperwork related to the exclusion will be sent out to you in advance of the meeting.

In the meantime if you have any questions please do not hesitate to get in touch with me.

Yours sincerely

Clerk to the governors

CC: Members of the Discipline Committee

CC: Head teacher

CC: Principal Officer Exclusions Ealing Local Authority