**Letter 5**

**From headteacher notifying parents/carers of lunchtime suspension**

**[SCHOOL INSTRUCTION]**

If the child has a Social Worker/Family Support Worker (CiN or CP), is Looked After or Post Looked After, a copy of this letter must go without delay from the school to all the relevant parties.

Date **[issued on first day of suspension]**

Dear **[Parent/Guardian]**

**[SCHOOL INSTRUCTION TO COMPLETE]**

**Pupil’s Full Name:[as on official record] Year Group: [must be completed]**

**DoB: [dd/mm/yyyy] UPN:[must be completed]**

This letter is to inform you of my decision to suspend **[insert pupil’s name]** during lunchtimes for **[insert number of days]** starting on **[insert dates]** ………….. and ending on …………….. .

The decision to suspend **[insert pupil’s name]** has not been taken lightly. **[insert pupil’s name]** has been suspended for this period because on **[insert date] [insert pupil’s name]** ………. **[give details of reason(s)]**.

The Department for Education has stated that each lunchtime suspension should be counted as a half day. Therefore, this suspension is equivalent to **[insert number of days]** days. If you wish to discuss this suspension, will you please contact me at school to arrange a time and date that is mutually convenient.

You have the right to make representations about this decision to the school Governing Body and the decision to suspend can be reviewed.

**[DEPENDING UPON THE NUMBER OF DAYS ACCUMULATED IN ONE TERM CHOOSE THE CORRECT OPTION FROM THOSE LISTED BELOW:**

1. **For a suspension of 5 days or less, you have the right to make representations about this decision to the governing board. The governing board must consider any representation made by parents, but it cannot direct reinstatement and is not required to arrange a meeting with parents.**
2. **For a suspension of 5.5 - 15 days, the governing board must meet if you request it to do so within 50 school days.**
3. **For a suspension of 15.5 - 45 days, the governing board must automatically consider it within 15 school days.]**

If **[insert pupil’s name]** is entitled to free school meals, a packed lunch will be provided by the school canteen. **[insert pupil’s name]** should collect this before the start of the lunch break. You are responsible for your child during the lunch break. Please could you make arrangements for your child to be collected at the end of the morning session and returned to school at the beginning of the afternoon session.

You should be aware that if you think the suspension has occurred as a result of discrimination, you may make a claim under the Equality Act 2010 to the First-Tier Tribunal (Special Educational Needs and Disability) in the case of disability discrimination, or to the County Court in the case of other forms of discrimination (<http://www.justice.gov.uk/tribunals/send>). A claim of discrimination made under these routes should be lodged within six months of the date on which the discrimination is alleged to have taken place, eg: the day on which the pupil was excluded.

You may wish to contact the following sources of advice about exclusion from school:

Inclusion Support Service, Children’s Services, Hampshire County Council, Elizabeth II Court, The Castle, Winchester, Hampshire SO23 8UG

Enquiries to: [Exclusion.queries@hants.gov.uk](mailto:Exclusion.queries@hants.gov.uk) / 0370 7790123

<https://www.hants.gov.uk/educationandlearning/educationinclusionservice>

The Coram Children's Legal Centre aims to provide free legal advice and information to parents/carers on state education matters

Telephone: 020 7713 0089. The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24 December to 1 January

<http://www.childrenslegalcentre.com>

Hampshire Special Education Needs & Disability Information, Advice & Support: [Hampshire SENDIASS | Impartial SEND Advice & Support](https://www.hampshiresendiass.co.uk/)

[Independent Provider of Special Education Advice (IPSEA)](http://www.ipsea.org.uk/) - independent information and support on the suspension and permanent exclusion of children with SEND

Department for Education Statutory Guidance on exclusions is published online at:

<https://www.gov.uk/government/publications/school-exclusion>

Department of Education A Guide for Parents: [A guide for parents on school behaviour and exclusion - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/school-exclusions-guide-for-parents/a-guide-for-parents-on-school-behaviour-and-exclusion)

Yours sincerely

**[insert headteacher’s name]**

Headteacher