**Letter from clerk to Governors Discipline Committee/Management Committee mitigating the length of a suspension**

**CONFIDENTIAL**

Dear **[parent/carer]**

**Re: Governors/Management Discipline Committee meeting to consider the suspension of [insert name and date of birth of pupil] for the period of [insert number of days]**

The meeting of theGovernors/Management Discipline Committee at the **[insert name of school]** on **[insert date]** considered the decision by the headteacher to suspend your son/daughter **[insert pupil’s name]** for **[insert number of days]**. The committee, after carefully considering the representations made and all the available evidence, has decided to reduce the length of the suspension to **[insert number of days]** days. **[insert pupil’s name]** should, therefore, return to school on **[insert date]**. **OR** A record of the reduction in the number of days will be placed on your child’s file as **[insert pupil’s name]** has already returned to school.

The reasons for the committee’s decision are: …………. **[give details of all reasons]**.

Arrangements **[must be/have been]** made for the reintegration of **[insert pupil’s name]** to the school and the Headteacher **[will be/has been]** in contact with you in order to arrange a reintegration meeting.

Should you have further questions about the arrangements please contact the headteacher **[or nominated contact person]**.

Yours sincerely

**[insert clerk’s name]**

Clerk to Governors/Management Discipline Committee

Copy to: Headteacher

Inclusion Officer

Virtual School / Children’s Services Department (Social Care) (if appropriate)