**Letter from clerk to Governors Discipline Committee/Management Committee upholding the headteacher’s decision following 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 [state 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 uphold **[insert pupil’s name]** suspension.

The reasons for the Committee’s decision are as follows: ………. **[give the reasons in as much detail as possible, explaining how the Committee arrived at their decision with reference to the representations where appropriate, showing that the Discipline Committee has grappled with the major issues]**.

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

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

Yours sincerely

**[insert clerk’s name]**

Clerk to the Governors/Management Discipline Committee

Copy to: Headteacher

 Inclusion Officer

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