### **GDC invitation to parents/carers**

**Letter/email from clerk to the Governors Discipline Committee/ Management Committee inviting parents/carers to the meeting**

**CONFIDENTIAL**

Dear **[parent/carer]**

**Re: [insert name and date of birth of pupil]**

I am writing to inform you that the Governors/Management Discipline Committee will be meeting to review **[insert pupil’s name]**’s suspension/permanent exclusion and has set aside the following alternative dates for that purpose:

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You and (name of child) are invited to attend the meeting. Please would you let me know if you are able to attend on any of the above dates and times, and your preference. If you are unable to attend any of the above dates, and wish to attend, please get in touch with the clerk to the committee – Phone: **[insert phone number]**

Every effort will be made to find a date convenient to all parties, bearing in mind that the meeting should take place within 15 school days from the date of the exclusion *(or 50 days for 5.5-15 days, and no time limit on 5 days or less).*

If you would like to submit any paperwork for the governors’ consideration when reviewing the exclusion, please either send it to me in order that I can distribute it prior to the meeting or let me know if you will be bringing it with you on the day of the meeting so I can arrange to copy it. You may wish to use the parent and pupil voice form provided by the Hampshire Inclusion Support service.

You are welcome to bring a friend or representative along for support. Please let me know if you choose to do so.

**IF APPLICABLE: Include details if the meeting is to be held remotely.**

If I have not heard from you by **[insert date]** then the meeting will take place on **[insert date]** at **[insert time]** at the school.

Yours sincerely

**[insert clerk’s name]**

clerk to the Governors/Management Discipline Committee

*(****NB:*** *if you are writing to parents/carers detailing only one particular date and time for the meeting, please request that parents/carers notify you as soon as possible if this is not convenient. Should parents/carers have recourse to Independent Review/Judicial Review at a future date it will be necessary to show that all attempts were made to convene the meeting at a date and time convenient to all parties.)*