School Name and Address

Parents Address

Date

Dear [Parent/Carer]

**Invite to the Governing Boards Meeting to consider the decision to permanently exclude [Child’s Name]**

I am writing to invite you to the Governing Boards’ Meeting to consider the permanent exclusion of [Child’s Name]. The meeting will be held at [Venue] on [Date] at [Time].

You have the right to attend a meeting of the governing board to whom you may present your views and make representations. This can now be held via the use of remote access (for example, live video link) if requested by you. Please see page 66 of the Department for Education guidance ‘Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, dated September 2023, which sets out a number of matters you may want to consider before requesting a remote access meeting. If you do not request a remote meeting it will be held in person.

The Governing Body has the power to reinstate your child either immediately or from a specified date, or alternatively, they have the power to uphold the exclusion in which case you may appeal against their decision to an Independent Appeal Panel.

If you wish to make representations to the Governing Body and wish to be accompanied by a friend or representative please contact me as soon as possible, either by e-mail to [Clerk’s name]or by telephone [Clerk’s Telephone number]. Should you wish any written representations to be considered, these should be forwarded to me by mid-day on [Date]so that they can be circulated to all parties prior to the meeting. Please advise us of any adjustments that can reasonably be made to support your attendance at the meeting (for example if you suffer from a disability in relation to mobility or communication that make it difficult for you to attend)

Yours sincerely

[Name]

Clerk to the Governing Board

CC: Paula Doneghan, In-Year and Fair Access Team Leader – Slough Borough Council

 Headteacher/Principal

 **Social Worker**

 **Virtual School Head**