

Governor's Meeting

If your child has received suspensions totalling more than 15 days in one term you will be invited to a statutory governor's meeting. This means that a meeting legally has to take place. This will be with at least 3 of the school's governors and follows guidance from the Government and the school's behaviour policies. The governors must monitor the use of suspension in the school therefore the purpose of the meeting will be to listen to yours, the school's and your child's views about the incident (s) and anybody else invited to contribute, to decide if suspension and the length of it, was a reasonable response to your child's behaviour.

How do I put my views to Governors?

You can put your views in writing to governors or give them in person at the governor's meeting. You may take someone with you to the meeting, this can be a friend or relative. Your child's social worker will also be invited if they have one. you should tell the clerk to the governors if you are bringing someone with you. You must always be invited to any governor's meeting that is held, for your child, but you do not have to attend. If you want to attend but are unable to within the legal time frame, contact the clerk to the governors as soon as possible, they will try to arrange a date which is convenient for you. You should tell the clerk if you require any support or any adjustments making to make it easier for you to be able to attend and contribute to the meeting.

Please note if your child is currently or has ever been looked after by the Local Authority the virtual school will also be notified of their suspension.

Useful contacts:



Exclusions Guidance

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

Rotherham Exclusion Team

Telephone: (01709) 808004

SENDIASS (SEN and Disability Information, Advice and Support Service) Telephone: (01709) 823627

SEND Local Offer

<http://www.rotherhamsendlocaloffer.org>

ACE education runs a limited advice line service on Monday to Wednesday from 10 am to 1 pm during term time. Information can be found on the website: <http://www.ace-ed.org.uk/> telephone: 0300 0115 142

The Coram Children's Legal Centre

Website: www.childlawadvice.org.uk

Rotherham Exclusion Team

The Suspension Process

Information Leaflet for Parents and Carers

What is a suspension?

A suspension means that your child has been excluded from school for a fixed period of time; there is no list of set behaviours which your child can be suspended for, but head teachers can only suspend for a disciplinary reason which has breached the school's behaviour policy. The suspension could be for one or more full school days or part/s of a school day. If your child's behaviour is disruptive at lunchtime they may be suspended from the school premises for the duration of the lunchtime period. A suspension that takes place over a lunchtime would be counted as half a school day. The head teacher cannot suspend your child for more than 45 days in a school year.

The behaviour of any pupil outside of school can be considered as grounds for suspension. The school's behaviour policy will set out when a pupil's behaviour outside of the school premises may lead to a suspension and/or other disciplinary actions.

How will I be told that my child has been suspended?

Once the head teacher has decided to suspend your child the school should contact you immediately. Before the end of the afternoon session you should be told when the suspension will start, how long it will be for and details of the incident that led to the decision to suspend your child. If your child has a social worker they will also be informed.

Please note if your child is currently or has ever been looked after by the Local Authority the virtual school will also be notified of their suspension.

The head teacher must then write to you without delay confirming all details, the letter should include:

- ♦ the reason/s for your child's suspension
- ♦ the date the suspension begins and ends
- ♦ that you must make sure your child stays at home (i.e. not be in a public place without reasonable justification) during what would normally be school hours. You can be fined or taken to court if your child is found outside the home during these hours
- ♦ your right to put your views in writing to the governors and how you can do this
- ♦ if a meeting has been arranged, you should be told what it is for, your right to attend it and how to present your views.

What happens to my child's education when they have been suspended?

The school should take reasonable steps to set and mark work for your child during the first five days of a suspension and school should set out the arrangements for this.

Any work set should be accessible and achievable for your child outside of school. If the suspension is over 5 days the school is responsible for arranging suitable full-time education for your child from the 6th day.

What will happen when my child returns to school?

Head teachers often arrange a formal reintegration meeting for your child, especially if the suspension has been for more than a few days. You may be asked to attend a reintegration meeting on your child's return to school; this is to discuss and plan how best to support them in the future. It is always a good idea to attend these meetings.

Who can I talk to about the suspension?

Suspensions of 5 school days or less in one term: Governors do not have to meet you, but will consider the suspension if you ask for them to do so. If your child would miss a public exam (for example GCSE) because of the suspension, governors must agree to meet you. You have the right to put your views to governors in writing. Governors must review the suspension if asked to do so, but cannot overturn the suspension.

Suspensions of more than 5 days but fewer than 15 days in one term: Governors must agree if you ask for a meeting. The meeting must take place within 50 school days from the date governors are told of the suspension.

Suspension of more than 15 days, either as one suspension or in total in one term: Governors must meet to review the suspension/s and you should be invited. This meeting must take place within 15 school days from the date on which governors are told that the number of days suspension in that term is more than 15. This means that the meeting may sometimes be held after your child has returned to school. However, it is still an opportunity to make your views known to the governors.