

# *Your child is excluded !*



- *What does it mean ?*
- *What do you do ?*
- *Who do you speak to ?*
- *How can we help ?*



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## *What does it mean ? Fixed or Permanent*

While your child is excluded he/she will not be able to attend his/her school.

Work will be provided by the school until the full process of exclusion is completed.

## *What do you do ?*

For Fixed Term exclusions over 5 days or Permanent Exclusion, you will have the opportunity to represent your child at a special hearing by Governors of the school.

Details of the arrangements will be sent to you by the Clerk to the Governors, together with papers related to your child's exclusion.

If the arrangements are not suitable - please telephone the Clerk. Things can be altered to suit you.



## *Who do you speak to ?*

If you have any queries on the arrangements for the hearing - please telephone the Clerk to the Governors who will be able to help you. The direct number and the Clerk's name will be written on the letter.

If you want to know more about the process, or require details of what is involved, please telephone Steve Cresswell - Exclusions Officer on 014430 864958.

## *How can we help ?*

We have had many years experience of dealing with exclusions and can provide you with :

- advice and guidance;
- details of the process.

We can help in negotiations with schools for:

- provision of work;
- placement of pupils.



## *What happens after the hearing before the governors ?*

The Governors' Panels can decide :

1. either to uphold the decision to exclude, or
2. direct reinstatement.

### *Reinstatement*

If Governors decide that your child should return to the school they will set a date for the return.

The school will contact you regarding arrangements for your child's return.



If you have any queries on this, contact Steve Cresswell the Exclusions Officer.

### *Independent Appeal Panel*

If the Governors uphold the Headteacher's decision, you will have a right of appeal to the Independent Appeal Panel.

A letter from the Director of Education and Leisure will explain how to make an appeal. You should receive this letter within 3 days of the Governors' hearing. Please contact the Exclusions Officer for further details.