Suggested wording:

*(This suggested wording is a guide. You might need to make amendments to fit the individual circumstances of the pupil in question.)*

My name is your first name, and I am helping name of young person with their exclusion from name of school.

I understand you are working with name of young person and supporting them with their education/health or relevant activity.

I wanted to discuss name of young person’s exclusion to consider whether there is information you can provide about their education, needs, or personal life that might help provide context for their exclusion and may encourage the school to think differently.

I would be interested to hear your thoughts. In addition, if you are supportive of name of young person remaining at name of school, I wonder whether you would consider writing a statement to the governors’ panel/independent review panel who will meet on date of panel to consider reinstating name of young person?

I have attached a template statement. If you would like to provide a comment, please complete it, sign it, and date it. Please then return it to me so that I can provide it to the panel.