

The Headteacher Will:

- Tell you by telephone or interview followed by letter why your child has been excluded.
- Tell you if the exclusion is for a number of days, including lunchtime exclusions, or if it is permanent.
- Give you a chance to discuss the exclusion.
- Tell you if special arrangements need to be made for example, regarding work experience placements or taking examinations.
- Tell you of your right to make a written or oral statement to the school's Discipline Committee (make your case) against the decision to exclude your child.
- Tell you the latest date by which you can put a written statement to the Discipline Committee.
- Tell you that you have a right to see any of your child's curriculum records.
- Make sure your child has work supplied by the school while the exclusion process is going on.