Suggested wording:

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

I am writing in relation to name of young person’s exclusion from name of school.

I am supporting name of young person to challenge the exclusion. You may be aware that the governing board has met to consider the exclusion and has unfortunately decided to uphold it. The next stage is to attend an independent review panel.

I understand you have been working with name of young person and supporting them with their description of additional need. The panel would benefit from your experience and from your knowledge of name of young person’s particular needs and how they may impact their behaviour.

I am writing to ask if you would be willing to provide a statement to the panel or to attend if you are available.

The panel is scheduled to take place on date of the IRP. If you are to provide a statement, we would need to provide it to the panel by date to provide materials (5 school days before hearing). Kindly confirm whether you are willing to assist and, if so, in what form you would be able to provide your views.