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.

Thank you for providing me with information about the exclusion. To ensure that the support I am providing you with is effective, please keep me up to date with any developments regarding name of young person’s education or the exclusion.

If name of school contact you about arrangements for a hearing, or provide you with an update on the exclusion itself, please do let me know.