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 deal with exclusions for name of local education authority. If this is not the case, kindly pass me the contact information of the person I need to be in touch with.

I wanted to discuss name of young person’s exclusion to consider whether we can find a way forward that would be satisfactory to you, the school and name of young person without the need to go through a challenge to the exclusion.

I would be interested to hear your thoughts and, specifically, whether you would be willing to help facilitate an alternative such as an off-site direction, a managed move or support for name of young person to remain at name of school.

In addition, I have attached a form of authority to enable you to provide me with any records or communication you have had regarding name of young person or their exclusion.

I hope this is clear. Please do contact me on your contact information if you would like to discuss it.