**Letter for parents**

Dear ….

It can be difficult going back to school after a suspension. Your child may have missed work and you may be worried about the possibility of further suspensions.

As a school we have a strategy for reintegrating pupils after suspensions, to help them be as successful as possible. This includes having a reintegration meeting.  A reintegration meeting is intended to help your child return to school successfully. At this meeting it is important to look at how you, your child and the school can all work together to avoid similar challenges in the future.

As a school we have tried to arrange this meeting at a time convenient for you and you should make every effort to attend. Your child will normally attend too but does not have to be there for the whole time. You may find it helpful to prepare any questions in advance of the meeting.

At the meeting we will discuss the following:

* We will reflect on the behaviour which led to the suspension, consider who has been impacted and what we have learnt from this.
* We will consider factors which may be underpinning your child’s behaviour (this may be at home or at school), including their needs, feelings and wishes and explore how we can best support your child e.g. through classroom strategies and/or learning or pastoral support.
* We will likely develop (or review) a positive behaviour support plan for your child alongside you. This will help set targets and to record and monitor the support we will begin on your child’s return to school.
* We will also set a review date and decide how behaviour and progress will be monitored and celebrated moving forward.

You may find the following useful to read in advance of the meeting:

* The government [guidance on exclusions](http://www.education.gov.uk/schools/leadership/statutoryguidance/g00210521/statutory-guidance-regs-2012)
* The school behaviour policy
* The school SEN policy (if your child has SEN which may be relevant to the exclusion)
* [Norfolk SENDIASS Guide for parents](https://www.norfolksendiass.org.uk/assets/booklets/downloads/Exclusions-booklet-version-3-one-pg.pdf)
* If you require any further advice specifically about the exclusions process, call the NCC Exclusions Team on 01603 307727 or email csexclusions@norfolk.gov.uk

**FAQs:**

**When will the meeting take place and who must attend?**

The meeting will take place on …. The headteacher or a senior member of staff will attend and at least one parent or carer is expected to attend. Your child will usually attend part or all of the meeting.

**What will happen if I do not attend?**

The school will as far as possible try to arrange the meeting at a time and date convenient to you and the school.

The suspension cannot be extended, but it may make a successful return for your child more difficult if you are unable to attend the reintegration meeting.

**Where can I get help with my child’s behaviour?**

If you think there may be underlying needs that your child needs more support for at school, please raise these so we can explore how these might be identified and supported.

Please see further advice and guidance from Just One Norfolk on understanding and supporting your child’s behaviour [here](https://www.justonenorfolk.nhs.uk/child-development-additional-needs/behaviour-sleep/understanding-your-childs-behaviour/).

**How does my child feel about this?**

As part of the reintegration process, your child will be given an opportunity to share their views or talk to a trusted person about how they are feeling about school, these views will help the school to ensure targeted support is given.

Before the reintegration meeting, it may be helpful to ask your child what’s working well, what they are finding difficult about lessons or school, and what they would like to change – this can help identify specific triggers and worries. If your child struggles to verbalises these things, they can either write or draw their views.

Your child’s views should always be the starting point of any discussion about support.

**My child has special educational needs (SEN), does that make a difference?**

Suspensions should be the last resort for a pupil with SEN. Under the Disability Discrimination Act (DDA) disabled children should not be suspended for reasons connected to their disability. For example, a pupil with Tourette’s syndrome should not be excluded for swearing. If your child has SEN it might be helpful for the SENCO (Special Educational Needs Co-ordinator) to be at the reintegration meeting. SENDIASS has a range of parent/carer guides including one on suspensions and exclusions which can be found [here](https://www.norfolksendiass.org.uk/information-booklets-resources/booklets/exclusions-suspensions-from-school/).

**Who can support me?**

These meetings can feel difficult, and you can take someone you know to support you at the meeting if this would support you.

You can also ask SENDIASS for help and advice:

* 01603 704070
* norfolksendiass@norfolk.gov.uk

The meeting provides an opportunity to reflect and learn from what has taken place, so we can identify approaches and strategies that lead to a more positive experience for everyone. We look forward to meeting with you and your child to explore solutions and support together.

Yours sincerely,

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