*About this resource:*

This is a Suggested Wording. It is a set of paragraphs you can use to ask the family to keep you up to date with relevant information.

To understand when you might want to use this text, read the [Step by Step Guide*:* Spe](https://justforkidslaw.org/school-exclusions-hub/legal-practitioners-and-professionals/after-headteachers-decision-exclude/getting-right-information/step-step-guide-speaking-family)aking to the family.

If you want to understand more about the relevant law, read the [Quick-Guide: Students and Information Rights](https://justforkidslaw.org/school-exclusions-hub/legal-practitioners-and-professionals/governors-meeting/getting-right/quick-guide-students-and-information-rights).

To use this resource, go through the text and enter the information where prompted to do so. Prompts appear as grey text. Then copy and paste your finished text into a letter or email.

This text is a guide. You might need to make amendments to fit your circumstances.

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. In order 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 to provide you with an update on the exclusion itself, please do let me know.