*About this resource:*

This is a Suggested Wording. It is a set of paragraphs you can use to contact the governors’ clerk to discuss arrangements for a governors’ review panel

To understand when you might want to use this text, read the [Step by Step Guide*:* Attending the Governors’ Review Hearing](https://justforkidslaw.org/school-exclusions-hub/legal-practitioners-and-professionals/making-case-schools-governor/attending/quick-guide-governors-panel-review).

If you want more information about the relevant law and practice, read the [Quick-Guide: the Governors’ Panel Review](https://justforkidslaw.org/school-exclusions-hub/legal-practitioners-and-professionals/making-case-schools-governor/attending/quick-guide-governors-panel-review).

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. I understand the governors are due to meet on date of scheduled governors’ review hearing.

The following people will be attending the review:

* Name of attendee, who is relationship to young person or professional position

name of young person will not be attending/also be attending.

There are now two section to choose from, a yellow one and a blue one. Choose the section that is most appropriate and complete it with the required information. Then delete the unused section and remove the highlighting.

The yellow section is most appropriate if you will be submitting the arguments and evidence at the time of this email or letter.

The blue section is most appropriate if you are providing the arguments and evidence after the 5 school-day deadline has elapsed.

I now attach/enclose the arguments against the exclusion and supporting evidence. Kindly, please provide these to the governors and the other parties at your earliest convenience.

We are not yet in a position to provide the arguments and supporting evidence. We will be providing these as soon as possible, understanding that the parties and the governors will need time to review them ahead of the hearing. We expect to be in a position to provide them by date you will provide the material.