

## **TGPS Exclusions Procedure Checklist**

***TGPS will refer to and follow the latest DfE Guidance in relation to Fixed Term Suspensions or Permanent Exclusions***

Investigation and information recorded on CPOMS following a serious incident or 2 consequence records



SLT informed and decision made



Phone call to parent/carer  
clearly stating how long the  
fixed term suspension is for  
and when reintegration/back to school meeting is



Letter of notification  
sent-first class post

back to school meeting



Inform staff involved of decision and update CPOMS

***Contact Ms Lois Hanson, Engagement and Behaviour Officer, Schools, telephone number 01724 297247.***