School Headed Paper

**Private & Confidential**

DATE

Dear NAME

**Review of Suspension from Duty**

I am writing to provide you with an update regarding your suspension from DATE.

I have received information from the POLICE or SAFEGUARDING (Behaviour Support) or the INVESTIGATING OFFICER that:

*Insert details*

As a result of this information your suspension will:

continue and I will review your suspension again in a months’ time.

The terms of your suspension remain as detailed in my letter dated DATE.

OR

As the investigation has now concluded, I will be in touch in due course with further details of the next stages – *either Disciplinary Hearing or Suspension Lifted (if suspension lifted use the other template letter).*

If you have any queries regarding this letter, please do not hesitate to contact me.

Yours sincerely

**NAME**

**[Headteacher][Chair of Governors]**

*cc Human Resources*

*Trade Union (if applicable)*