

**NOTE:** The following is included for the information of Head Teacher and **should not be issued to appellants by the school**. Committee Services will ensure that appellants receive a copy of this information.

### At the Hearing

- The Committee, which will consider your appeal, will not exceed seven in number - the minimum number of three is more common.
- The Committee is made up of Councillors and parent representatives nominated by Parent Councils.
- An Officer from the Corporate & Customer Services Department will act as Clerk to the Committee and will be available to answer any general queries you may have, prior to the Hearing. You will also have been given the opportunity to discuss with the Officer matters of general procedure, in the two weeks or so leading up to the Hearing.
- With the consent of the Chairperson, there may be one or two other people present as observers or for training purposes. The Hearings are held in private, and members of the public are not admitted.
- The Chairperson will introduce all those present and explain the part that each plays; he/she will adopt an informal approach to lessen any apprehension you may have and to try to put you at ease.
- Normally,
  - The Chief Education Officer will explain why your child was excluded.
  - You, your child or someone who has been nominated to speak on your/your child's behalf may question the Chief Education Officer.
  - You, your child or the nominee may explain why you feel the appeal should be granted.
  - The Chief Education Officer may question you, your child or your nominee.
  - The Chief Education Officer will sum up the case on behalf of the Council.
  - You, your child or your/your child's nominee will sum up your case.

### After the Hearing

- The decision of the Appeal Committee will be given to you in writing. It will also be given to your child where s/he has legal capacity and has decided to appeal on their own behalf. While the law allows 14 days for this to happen, in most cases you will receive written intimation within three or four days.
- If your (or your child's) appeal has been refused, you must be advised in the letter of the reasons for this decision.
- You must also be advised of your (your child's) right to make an appeal to the Sheriff.
- If you (or your child) decide to make an appeal to the Sheriff, you (or your child) should do so in writing to the Sheriff Clerk, within 28 days of receipt of the letter advising you of the Appeal Committee's decision.
- If you (or your child) decide to proceed with an appeal to the Sheriff, it is the view of the Council that it would be in your (or your child's) best interest to seek the advice of a solicitor.