

**Context of Training provided to all Wrexham Schools Staff and Governors**

In the period following the last scrutiny meeting in 2017 a programme of training was devised and delivered to assist schools to achieve a common understanding with regard to the administration of Fixed Term and Permanent exclusions. This training also involved advice with regard to the representation process and the independent exclusion panel for a permanent exclusion that school governors are often requested to facilitate as part of the WG Guidance document no: 171/2015 Date of issue: April 2015.

The methodology for the training was for:

- The Education Lead was to provide a summary of Exclusion Process to schools.
- The summary was translated into a bespoke presentation that could be delivered to schools by The Education Support Lead at no additional cost to the schools.
- The training was informed by legal advice and direct training by an established Exclusion Training provider.

The Training Programme was devised to provide a user friendly approach to school teaching staff and school administrators. The training was also provided to governors with emphasis on their role as the body that provides checks and balances within the exclusion process.

The training has since been delivered twice to schools and twice to governors in the period until 30 11 18.

This training has been supplemented with the implementation of a revised administration process that requires all Wrexham schools to:

- Use only the bespoke training documents provided by the LA.
- Provides models letters that should be sent to parents, pupils and any other person with Parental Responsibility.
- Are sent to the LA by email to enable the forms to be logged.
- Enable the Education Support Lead to scrutinise all of the forms and ensure that early intervention is applied wherever possible.
- To provide copies of written statements as evidence that informed the Head teacher's decision in cases of Permanent Exclusion.
- To ensure parents and children are aware of advocacy services

The process has already provided a greater degree of uniformity and common understanding within schools.

The training has received positive comment from those that has taken part and will continue to be provided into 2019.