

Hello, this is **[Your Name]**, **[Student's Name]**'s **[subject]** teacher. I want to let you know that **[Student's Name]** was sent to a buddy room today during **[class/period]** for **[insert brief reason]**.

Afterward, they had a restorative conversation with the team leader to reflect on their choices, and I also spoke with them when they returned to class to ensure they were ready to re-engage. I'm hopeful this will not be a problem moving forward, but I wanted to keep you updated. Thank you for your support.