

Bishop Hedley RC High School  
Ysgol Uwchradd Gatholig Esgob Hedley

Staff Grievance Policy and Procedure

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## Grievance Policy and Procedure

### 1. SCOPE

1.1 This Procedure applies to all Workers<sup>1</sup>, teaching and support staff. Workers' grievances can arise in many ways. They may be about terms and conditions of employment, relationships at work or the behaviour of others at the school or college towards them, working practices, health and safety, organisational change or equal opportunities. Some grievances are minor or straightforward while others may be difficult to resolve or concern fundamental issues related to statutory or contractual rights.

The principle underlying this procedure is that grievances should be dealt with as close to their source and as informally as circumstances permit, and that the level of formality used in resolving the grievance should reflect the gravity of the issue.

1.2 The procedure contains both informal and formal stages. Workers and their representatives are urged to make every reasonable attempt to resolve a grievance informally before using the formal part of the procedure. Where the grievance is directed against a more senior member of staff who would normally hear the case, the matter may proceed to the next appropriate stage.

1.3 Members of staff may be accompanied and supported at any stage by a trade union representative or friend.

1.4 This document sets out the procedures to be followed in situations where a Worker at the school or college, including a headteacher, has a grievance. This procedure is intended to:

- give clear guidance to all concerned in grievance situations;
- enable grievances to be resolved as efficiently and quickly as possible;
- minimise the prospect of damage to relationships at the school.

1.5 A grievance is an issue that gives rise to complaint against another member of staff, the headteacher, individual Governor(s), the Governing Body, or the Local Education Authority ("LEA") or one of its officers and not a matter that has been raised with any of the above for clarification.

1.6 This procedure has been adopted and is published as part of the staffing policies of the Governing Body of the school. It applies to all Workers employed in or engaged to work at the school or college.

1.7 This procedure may be used to deal with allegations of sexual, racial and other forms of harassment and bullying where the Governing Body has not adopted a

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<sup>1</sup> "Worker" throughout this procedure means a teacher or other member of staff employed by the Governing Body or engaged otherwise than under a contract of employment.

separate bullying and harassment policy. Workers may wish to take advice from their trade unions.

## **2. MATTERS OUTSIDE THE SCOPE OF THIS PROCEDURE**

2.1 The Grievance Procedure is entirely separate from Discipline, Sickness Absence and Capability Procedures. The rights of Workers under the Grievance Procedure shall not be excluded by actions taken or proposed to be taken, under other procedures, for example, discipline, capability or sickness absence. The following are, however, excluded from the application of the procedure:

- Appeal rights under the Disciplinary, Sickness Absence or Capability Procedures;
- Appeals related to any pension scheme (for which details may be obtained from the Chair of Governors);
- Grading appeals, appraisal matters, performance management or other salary issues;
- Income Tax, National Insurance and similar matters, which are outside the scope of the Governing Body (details of any statutory appeal rights may be obtained from the Chair of Governors).

2.2 Where the school has also adopted a separate 'Whistleblowing Procedure', giving members of staff guidance on the correct way to make disclosure of malpractice, it may be more appropriate to invoke that procedure in some circumstances.

## **3. GENERAL PRINCIPLES**

3.1 All documentation and discussions at meetings within this procedure are confidential.

3.2 At the informal stage of the procedure, each Worker involved will be given a copy of this procedure.

3.3 A Worker has the right to attend and be accompanied by a colleague or representative of a trade union at any meeting convened under this procedure.

3.4 At any meeting convened under this procedure, access to an adjournment should not be unreasonably refused.

3.5 With the exception of a grievance against the headteacher or Governing Body, governors are not involved prior to the formal stage of a grievance.

3.6 The Clerk to the Governors, in setting a date for a meeting to consider the formal stage of a grievance, will inform the Governing Body that a full report is to be submitted to them. An attempt by any governor to elicit further details, at that stage, would be inappropriate. The Chair of Governors will be kept informed of general progress, but not given access to detailed information as this might disqualify him / her on grounds of bias from chairing a meeting to consider the matter.

- 3.7 The formal stage of the Grievance Procedure against another Worker will include a right of appeal.

#### **4. GRIEVANCE AGAINST COLLEAGUE**

##### **(A) INFORMAL STAGE**

- 4.1 Where a Worker has a grievance against the headteacher s/he should first try to resolve the matter by a direct approach to the headteacher.
- 4.2 Where a Worker has a grievance against another Worker(s) at the school, s/he should first try to resolve the matter by a direct approach to the Worker(s) concerned, or through the head of department or other appropriate senior colleague. If it is necessary to resolve the issue, those concerned should also discuss it with the headteacher.
- 4.3 Where a Worker requests a personal interview with his / her head of department or other senior colleague, it should normally take place within five working days of the request being made. The Worker should make such a request in writing.
- 4.4 The senior colleague or headteacher should seek to resolve the problem either personally or in consultation with the other Worker(s) concerned. The headteacher may also, by agreement with the Worker raising the grievance, consult the Governing Body and / or the Diocesan Schools Commissioner<sup>2</sup> and / or the Chief Education Officer<sup>3</sup> ("CEO") of the LEA.
- 4.5 If the other Worker is the headteacher, the teacher should write to the Clerk to the Governors initiating the informal stage of the procedure, sending a copy to the headteacher.
- 4.6 If appropriate, and by agreement of the parties involved, the headteacher (or Chair of Governors where the headteacher is the subject of the grievance) may arrange for mediation with or without the use of an outside agency. Arrangements should be made by the Clerk to the Governing Body.

The mediator shall usually be the headteacher (if the dispute concerns two Workers other than the headteacher) or Chair of Governors if the dispute involves the headteacher. In both cases, the appropriate LEA Human Resources Officer and / or Diocesan Schools Commissioner may attend with the agreement of both parties to the dispute. Each party may be accompanied by a colleague or representative of his / her trade union.

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<sup>2</sup> "Diocesan Schools' Commissioner" throughout this procedure means the Diocesan Director of Education or Schools.

<sup>3</sup> "Chief Education Officer" throughout this procedure means the Chief Education Officer of the school's maintaining Local Education Authority or his / her representative officers. Schools will normally liaise with senior LEA Human Resources Officers on personnel matters.

- 4.7 This meeting should normally take place within 10 working days<sup>4</sup> of the initial note of grievance being received by the Clerk to the Governors. The date of the hearing will be postponed by up to five working days if either Worker's representative is unable to attend on the specified date.

**(B) FORMAL STAGE**

- 4.8 Where a grievance has not been resolved informally or, given the nature of the grievance, the informal stage is considered by the Worker to be inappropriate, the Worker should submit a formal written Notice of Grievance to the headteacher or to the Chair of Governors (where the grievance is against the headteacher), sending a copy to the headteacher and to the other Worker(s) if not the headteacher.
- 4.9 This written notice should set out the details of the grievance, including what steps have been taken so far and what resolution is sought. It should be accompanied by any supporting documents.
- 4.10 If the other Worker is not the headteacher, the headteacher will make a written report ("the headteacher's report") to an appropriate committee of the Governing Body ("the Grievance Committee"), to be sent to the Clerk to the Governors within five working days of receipt of the written Notice of Grievance. This written report will briefly outline the steps taken under the informal stage of the grievance procedure. It will indicate that the headteacher has asked the other Worker to provide, within 10 working days, a written response to the Notice of Grievance, accompanied by any supporting documents, to the Clerk to the Governors, the Worker and the headteacher.
- 4.11 If the other Worker is the headteacher, s/he will be requested to provide by the Chair of Governors, within 10 working days of receipt of a copy of the Notice of Grievance, a written response accompanied by any supporting documents.
- 4.12 The Clerk to the Governors will arrange for a meeting of the appropriate committee of the Governing Body to be called and confirmed, in writing within five working days of receipt of the headteacher's report. Any attempt by Governors to elicit further details at this stage would be inappropriate. The meeting will normally take place no later than 20 working days after receipt by the Clerk to the Governors of the headteacher's report. The Clerk to the Governors will send copies of the written statements of grievance and response and any supporting documents together with a copy of this grievance procedure to all interested parties<sup>5</sup> no later than five working days prior to the meeting.

No governor may serve on both the Grievance Committee and the Appeal Panel. The Disciplinary / Dismissal Committee hearing any case that is a direct result of

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<sup>4</sup> Throughout this procedure, "working day" means days when the school is open to pupils or for INSET.

<sup>5</sup> For the purposes of this procedure, the two parties to the hearing, the members of the Grievance Committee, any LEA / Diocesan advisers and the headteacher, if the grievance is not against the headteacher.

the grievance should not comprise any members of the Grievance Committee or the Appeal Panel.

#### **4.13 Procedure at the Formal Hearing**

- 4.13.1 The Worker bringing the grievance and the other Worker are entitled to be present at all times except when any matter falls solely to the Grievance Committee to consider.
- 4.13.2 Both parties may be accompanied by a representative and, if they so wish, a scribe and all references to the Worker and to the other Worker shall be taken to include their representatives.
- 4.13.3 The Chair of the Committee will invite the Worker bringing the grievance and the other Worker, in that order, to make submissions to the meeting and invite cross-examination.
- 4.13.4 The introduction of relevant additional documentary evidence will be allowed and the Chair of the Committee will allow proper time for the receiving party and the Committee to read and consider the evidence.
- 4.13.5 The Worker and the other Worker, in that order, will have the right to call witnesses, who will be available for questioning by both Workers and by the Committee.
- 4.13.6 The Chair of the Committee will invite governors to ask questions of either or both Workers and their witnesses.
- 4.13.7 Witnesses will only remain at the meeting for so long as they are giving evidence or being questioned.
- 4.13.8 The Worker bringing the grievance and the other Worker will, in that order, have the right to make a final or closing statement to the Committee.
- 4.13.9 An LEA and / or Diocesan Officer should be invited to be present to advise the Committee.
- 4.13.10 All other parties to the grievance will then withdraw and the Committee will consider the grievance and reach a decision. Any Diocesan or LEA officer present will provide advice, as requested, to assist the Committee but will not be entitled to any vote or have any role in the making of the decision.
- 4.13.11 The Clerk to the Governors, if present, should take no part in the proceedings, but will remain with the Committee to provide procedural advice. S/he shall also make available any notes taken of the evidence and will record the Committee's decision.
- 4.13.12 If the Committee decides that further questions need to be asked or clarification is required, the full meeting will be resumed.

4.13.13 The Clerk to the Governors will document the proceedings of the meeting and will confirm the decision in writing to the Worker who brought the grievance, the other Worker, their representatives, the headteacher and the Chair of the Committee who heard the case within three working days of the conclusion of the meeting. The Clerk to the Governors will indicate the rights of appeal and the procedure for exercising those rights in the letter.

4.13.14 Where the Clerk to the Governors is not present, the clerking function will be carried out by a member of the Committee or an agreed alternative. The Clerk should be present in all but exceptional circumstances.

#### **4.14 (C) APPEALS**

4.14.1 Where the Committee has not resolved the grievance to the satisfaction of the Worker who initiated the procedure (including where the Worker believes that a first hearing was subject to a material procedural irregularity), there will be a right of appeal to the Appeals Committee of the Governing Body.

4.14.2 The Worker should submit his / her Notice of Appeal, stating the grounds on which s/he is appealing, to the Clerk to the Governors within 10 working days of receiving written confirmation of the decision. The Clerk to the Governors will forward all papers previously considered by the Committee to the Appeals Committee.

4.14.3 The appeal should follow the same procedure as the original hearing, as set out in section 4.13. A meeting of the Appeals Committee should be called within 10 working days of receipt by the Clerk to the Governors of the Notice of Appeal, and should normally take place within a further 10 working days.

4.14.4 An LEA and / or Diocesan Officer should be invited to be present to advise the Appeals Committee.

4.14.5 The Appeals Committee will re-hear the case and will convey its decision orally to both parties at the end of the hearing and confirm the decision in writing within 10 working days. The decision of the Appeals Committee will be final and no further rights of appeal or hearing will be allowed under this procedure.

**NB Governors should be aware of the possible perception that one Committee may be unlikely to overturn the decision of another Committee.**

## **5. GRIEVANCE AGAINST AN INDIVIDUAL GOVERNOR**

### **(A) INFORMAL STAGE**

5.1 Where a Worker has a grievance against a Governor s/he should first try to resolve the matter by a direct approach to the Governor.

- 5.2 If appropriate and by agreement by the parties involved the Headteacher (or the Deputy Headteacher if the Worker concerned is the Headteacher) may arrange for mediation with or without the use of an outside agency. Arrangements should be made by the Clerk to the Governing Body. The mediator shall usually be the Headteacher (if the dispute concerns a Worker other than the Headteacher) or the Chair of Governors if the Worker concerned is the Headteacher (unless the Chair of Governors is the subject of the grievance) or a member of the Governing Body appointed by agreement for the purpose in the event that the Worker concerned is the Headteacher and the Chair of Governors is the subject of the grievance.

In both cases the appropriate LEA Human Resources Officer and / or Diocesan Schools' Commissioner may attend with the agreement of both parties to the dispute. Each party may be accompanied by a colleague or representative of his / her trade union .

- 5.3 This meeting should normally take place within 10 working days of the initial Note of Grievance being received by the Clerk to the Governors. The date of the hearing will be postponed by up to 5 working days if either representative is unable to attend on the specified date.

#### **(B) FORMAL STAGE**

- 5.4 Where the grievance has not been resolved informally or given the nature of the grievance, the informal stage is considered by the Worker to be inappropriate, the Worker shall submit a formal written Notice of Grievance to the Headteacher. In the event that the Worker concerned is the Headteacher, such formal written Notice of Grievance should be submitted to the Chair of Governors or, where the Chair of Governors is the subject of the grievance, to the Clerk to the Governors, sending a copy to the Governor concerned.

- 5.5 The Written Notice should set out the details of the grievance, including what steps have been taken so far and what resolution is sought. It should be accompanied by any supporting documents. If the Worker concerned is not the Headteacher, the Headteacher will make a written report (the Headteacher's report) to an appropriate Committee of the Governing Body ("the Grievance Committee") to be sent to the Clerk to the Governors within 5 working days of the written Notice of Grievance. This written Report will briefly outline the steps taken under the informal stage of the Grievance Procedure and will indicate that the Headteacher has asked the Governor concerned to provide within 10 working days a Written Response to the Notice of Grievance accompanied by any supporting documents to the Clerk to the Governors, the Worker concerned and the Headteacher.

- 5.6 If the Worker concerned is the Headteacher then the Governor concerned will be requested to provide to the Chair of Governors (or the Clerk to the Governors if the Chair of the Governors is the Governor concerned) within 10 working days of receipt of the copy Notice of Grievance a written response accompanied by any supporting documents. The Clerk to the Governors will arrange for a meeting of the appropriate Committee of the Governing Body to be called and confirmed in writing within 5 working days of receipt of the Headteacher's report. Any attempt



by Governors to elicit further details at this stage would be inappropriate. The meeting would normally take place no later than 20 working days after receipt by the Clerk to the Governors of the Headteacher's report or the Governor's written response. The Clerk to the Governors will send copies of the written statement of grievance and response, any supporting documents together with a copy of this Grievance Procedure to all interested parties no later than 5 working days prior to this meeting.

## **5.7 Procedure at Formal Hearing**

- 5.7.1 The Worker bringing a grievance and the Governor are entitled to be present at all times except when any matter falls solely to the Grievance Committee to consider.
- 5.7.2 Both parties may be accompanied by a representative and, if they so wish, a scribe and all reference to the Worker and the Governor shall be taken to include their representatives.
- 5.7.3 The Chair of the Committee will invite the Worker bringing the grievance and the Governor in that order to make submissions to the meeting and invite cross examination.
- 5.7.4 The introduction of relevant additional documentary evidence will be allowed and the Chair of the Committee will allow proper time for the receiving party and the Committee to read and consider the evidence.
- 5.7.5 The Worker and the Governors in that order will have the right to call witnesses who will be available for questioning by both the Worker, the Governor and the Committee.
- 5.7.6 The Chair of the Committee will invite Governors to ask questions of the Worker, the Governor and their witnesses and any of them.
- 5.7.7 Witnesses will only remain in the meeting for so long as they are giving evidence or being questioned.
- 5.7.8 The Worker bringing the grievance and the Governor in that order will have the right to make a final or closing statement to the Committee.
- 5.7.9 An LEA and / or Diocesan Officer should be invited to be present to advise the Committee.
- 5.7.10 All other parties to the Grievance will then withdraw and the Committee will consider the grievance and reach a decision. Any Diocesan or LEA Officer present will provide advice as requested to assist the Committee but it will not be entitled to any vote or have any role in the making of the decision.
- 5.7.11 The Clerk to the Governors if present should take no part in the proceedings but will remain with the Committee to provide procedural advice – he shall also make available any notes taken of the evidence and will record the Committee's decision.

- 5.7.12 If the Committee decides that further questions need to be asked or clarifications are required the full meeting will be resumed.
- 5.7.13 The Clerk to the Governors will document the proceedings of the meeting and will confirm the decision in writing to the Worker who brought the grievance, the Governor, their representatives, the Headteacher and the Chair of the Committee who heard the case within 3 working days of the conclusion of any meeting. The Clerk to the Governors will indicate the rights of appeal and the procedures for exercising those rights in the letter.
- 5.7.14 Where the Clerk to the Governors is not present the Clerking function will be carried out by a member of the Committee or an agreed alternative. The Clerk should be present in all but exceptional circumstances.

## **5.8 (C) APPEAL**

- 5.8.1 Where the Committee has not resolved the grievance to the satisfaction of the Worker who initiated the procedure (including where the Worker believes that the first hearing was subject to a material procedural irregularity) there will be a right of appeal to the Appeals Committee of the Governing Body.
- 5.8.2 The Worker should submit his / her Notice of Appeal, stating the grounds on which s/he is appealing, to the Clerk to the Governors within 10 working days of receiving written confirmation of the decision. The Clerk to the Governors will forward all papers previously considered by the Committee to the Appeal Committee.
- 5.8.3 The Appeal should follow the same procedure as the original hearing as set out in section 5.6. A meeting of the Appeals Committee should be called within 10 days of receipt by the Clerk to the Governors of the Notice of Appeal and should normally take a further 10 working days.
- 5.8.4 An LEA and / or a Diocesan Officer should be invited to be present to advise the Appeal Committee.
- 5.8.5 The Appeals Committee will re-hear the case and will make its decision orally to both parties at the end of the hearing and confirm the decision in writing within 10 working days. The decision of the Appeals Committee will be final and no further rights of appeal or hearing will be allowed under this procedure.

## **6. GRIEVANCE AGAINST THE GOVERNING BODY**

### **(A) INFORMAL STAGE**

- 6.1 Where a Worker's grievance relates to the conduct or implementation of the functions of the Governing Body, s/he may raise it with the Governing Body in accordance with this part of the procedure.

- 6.2 The Worker should submit a written note of grievance initiating the informal stage of the procedure to the Clerk to the Governors, who will always advise the Diocesan Schools' Commissioner as well as the LEA Human Resources Officer, if appropriate.
- 6.3 The Clerk will arrange a meeting between the Worker and Chair of Governors (or members nominated by the Governing Body) to attempt to resolve the grievance within 20 working days of receiving the written note of grievance. The Clerk will also ensure that minutes of the meeting will be taken.
- 6.4 Advice and support will be available to both parties from the Diocese and / or LEA, as appropriate.
- 6.5 A copy of the minutes of the meeting, together with any recommendation for the resolution of the grievance, will be provided to each party involved. A report on the recommendation will be made to the Governing Body, normally within 20 working days, by the Chair.
- 6.6 If the grievance is withdrawn at this informal stage, details should not be reported to other governors.
- 6.7 The Governing Body will determine whether to ratify any recommendation for resolution and will write to the Worker and his / her representative to advise him / her of their decision.
- 6.8 If the grievance is not resolved, the details must not be reported to other governors at this stage in order to avoid tainting and to preserve the ability of governors to deal with the matter formally.
- 6.9 (B) FORMAL STAGE**
- 6.9.1 Where the informal meeting stage in 5.1 – 5.8 above does not resolve the grievance, the Worker bringing the grievance will have a right to a hearing by the Governing Body.
- This may be an existing Committee which may comprise the members of the Grievance or Complaints Committee, but should not involve any governors who have taken part in the informal meeting stage or any Worker who is both a governor and has an involvement in the matter which is the subject of the grievance.
- 6.9.2 With the agreement of both the Governing Body and the Worker, an independent person will be invited to chair the meeting. This could be an appropriate Human Resources Officer of the LEA or a representative of the Diocesan Schools'

Commission.<sup>6</sup> The independent chair will participate in open sessions and will not withdraw with either side and will not be entitled to vote.

- 6.9.3 The Worker will submit a formal written Notice of Grievance together with any supporting documents to the Clerk to the Governors.
- 6.9.4 A submission will be prepared by / on behalf of the Governing Body in response to the formal written details of the grievance.
- 6.9.5 The Clerk to the Governors will arrange for a meeting of the Governing Body to be called and to take place no later than 20 working days after s/he has received the Notice of Grievance.

## **6.10 Procedure at the Hearing**

- 6.10.1 The procedure at the hearing will provide for the Worker and the presenter of the governors' case (a governor nominated by the Governing Body to perform this function) to be present at all times except when any matter falls solely to the Governors to consider or adjudicate upon.
- 6.10.2 The independent Chair will allow the Worker and the presenter of the governors' case, in that order, to make submissions to the meeting and for cross-examination to occur.
- 6.10.3 The introduction of relevant documentary evidence will be allowed.
- 6.10.4 The Worker and the presenter of the governors' case will, in that order, have the right to call witnesses, who will be available to be questioned by both sides and by the Committee.
- 6.10.5 The independent Chair will ensure that the members of the Committee may ask questions of the Worker and / or the presenter of the governors' case and witnesses.
- 6.10.6 Witnesses will only remain at the hearing for so long as they are giving evidence or being questioned.
- 6.10.7 The Worker and the presenter of the governors' case will, in that order, have the right to make a final or closing statement to the Committee.
- 6.10.8 All other parties will then withdraw and the Committee will consider the grievance and reach a decision. The independent Chair will not withdraw with either side. Advice may be offered by the representative of the Diocesan Schools' Commission or the LEA. The third party providing advice will be different from any Diocesan representative acting as independent Chair.

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<sup>6</sup> "Diocesan Schools' Commission" throughout this procedure means the Diocesan Department for Education or Schools.

- 6.10.9 If, for any reason, the independent Chair or either side wishes to ask further questions or if clarification is required, the independent Chair will reconvene the full hearing.
- 6.10.10 The independent Chair and / or advisers to either side may act as an intermediary during the course of the deliberations.
- 6.10.11 When the Committee has a proposed resolution for an agreement the independent Chair will reconvene the hearing and will facilitate the communication of the proposal.
- 6.10.12 The Clerk will document the proceedings of the hearing.
- 6.10.13 Within 3 days of the hearing the Clerk will write to the parties involved – the Worker, their representatives and any other interested parties – to communicate the Committee’s proposal.
- 6.10.14 15 working days will be allowed for any views to be expressed by staff, their representatives and any other interested parties about the Committee’s proposal. A report will be made to the full Governing Body, normally within a further 5 working days, of the proposal for the resolution of the grievance and any views expressed.
- 6.10.15 The full Governing Body will usually then meet to determine whether to accept the proposed resolution of the grievance.

#### **6.10.16 (C) CONCILIATION / MEDIATION STAGE**

- 6.10.17 Where the Governing Body is unable to resolve the grievance then the assistance of a third party may be sought by either party. This could be an appropriate Diocesan Officer, Senior Human Resources Officer of the LEA or some other suitable person agreed between the parties to the grievance.
- 6.10.18 It would be open to the third party to seek technical assistance from other diocesan or LEA advisers and an officer of a recognised trade union.

### **7. GRIEVANCE AGAINST THE AUTHORITY**

- 7.1 Where a grievance relates to the functions of the LEA or one of its officers, the Worker will submit a written Notice of Grievance, together with any documents s/he believes to be helpful, to the Chief Education Officer. The LEA should provide a copy of their appropriate Grievance or Complaints Procedures to the Worker upon request. The Governing Body should consider the extent to which it is able to support the Worker, where such support is sought, in such a case.

**Ratified: 09/10/18**

**To be reviewed: Autumn 2020**

## **Appendix 1**

### **Sample Letters**

#### **1. Letter to teacher / other Worker following receipt of Notice of Grievance**

Dear *[Name]*

#### **Your Grievance**

I confirm that your Notice of Grievance has been received relating to *[brief summary of grievance] [together with the following supporting documents] [list]*.

The headteacher will prepare a report on the situation in the next 5 days and will request *[name of the Worker against whom the grievance is being raised]* to make a written response within 10 working days of receiving the headteacher's request. You will receive a copy of *[name of other Worker]* response, together with any supporting documents they provide.

As soon as I receive the headteacher's report, I will arrange a date for the Grievance Committee to meet to hear your case. I will circulate all relevant papers to you not later than 5 days before the hearing.

I also enclose a copy of the school's Grievance Procedure for your information.

Yours sincerely

*[Clerk to the Governors of [Name] School]*

Enc.

## **2. Letter to teacher / other Worker arranging a meeting**

Dear *[Name]*

### Grievance Proceedings

Further to my letter dated *[date]* I confirm that the Grievance Committee will meet to hear your grievance on *[date]*.

I enclose the following documents:

- Notice of Grievance
- Response
- *[List of supporting documents]*

You may be accompanied by a friend, who may be a colleague or representative of your trade union. If you or your representative are unable to attend on the date given, please contact me immediately and I will try to arrange a mutually convenient alternative.

If there is any aspect of the Procedure upon which you require clarification, please contact me.

Yours sincerely

*[Clerk to the Governing Body of [Name] School]*

Enc.

**3. Letter to headteacher / other Worker advising of outcome of Grievance Committee**

Dear *[Name]*

Grievance Proceedings

I refer to the meeting of the Grievance Committee held on *[date]* to consider *[brief details of the grievance]*.

The Committee concluded that *[details of decision]*.

You have the right to appeal against this decision to the Appeals Committee of the Governing Body. If you wish to appeal, you should submit a written Notice of Appeal to me within 10 working days of receiving this letter. Any notice of appeal should include the grounds of appeal and should be accompanied by any supporting documents not previously considered by the Committee.

I will then contact you within 10 days of receiving the Notice of Appeal with the date for the appeal hearing. Any decision of the Appeal Committee will be final.

I enclose a copy of this letter for your representative.

Yours sincerely

*[Clerk to the Governors of [Name] School]*

Enc.