Grievance Procedure

Model letters

## For Employees in Voluntary Aided Schools

## Version Autumn 2022

# Informal Resolution Stage - Initial Grievance Meeting

## Strictly private & confidential

Employee Name

Address

Date

Dear

Re: Your Recent Grievance Letter

Following receipt of your letter [ENTER DATE HERE] in which you outlined your grievance(s)/ against xxx [ENTER DETAILS HERE], I am writing to invite you to an interview with me to discuss your grievance.

The interview will take place on the [ENTER DATE] IDEALLY WITHIN 5 SCHOOL DAYS FROM THE DATE OF THE GRIEVANCE LETTER] at [ENTER TIME] and will be held in [ENTER VENUE] at [SCHOOL NAME]]. You may be accompanied by a work colleague or trade union representative. Please let me know who will be accompanying you.

Once we have had a chance to discuss your grievance, I will be inviting [ENTER DETAILS OF INVOLVED PARTIES] to join us to try and resolve the issues informally and agree a way forward.

As this matter is currently under investigation, please keep it confidential and do not discuss it with your colleagues

If you are unclear about anything in this letter, please do contact me as soon as possible.

Yours sincerely,

(Typed name)

Line Manager/Headteacher/Head of School

Cc. Hr File

# Formal Stage - Grievance Investigation Meeting

## Strictly Private & Confidential

Where the grievance is a serious one or attempts to resolve things informally have failed

Employee name

Address

Date

Dear

Re: FORMAL GRIEVANCE - Invitation to Investigation Interview

Following receipt of your letter [ENTER DATE HERE] in which you outlined your formal grievance(s) against xxxx [ENTER DETAILS HERE], I am writing to invite you to an interview with (INSERT NAME) who has been assigned to investigate the matter. The purpose of the meeting is to understand more fully the nature of your formal grievance.

The interview will take place on the [ENTER DATE] NORMALLY WITHIN 5 SCHOOL DAYS FROM THE DATE OF THE GRIEVANCE LETTER] at [ENTER TIME] and will be held in [ENTER VENUE] at [SCHOOL NAME]. You may be accompanied by a work colleague or trade union representative. Please let me know who will be accompanying you by [ENTER DATE].

At the meeting you will have the full opportunity to state your case detailing your issues. It may be the case that further investigations may be required, after finding out more details from you at the meeting. However, the aim is to complete the process as soon as is practically possible and decide on a way forward and you will kept updated on the progress of the investigation.

I understand this may be an unsettling time and therefore if you would like clarification on any of the details in this letter or anything else around this subject, please do contact me.as soon as possible to discuss.

As this matter is currently under investigation, please keep it confidential and do not discuss it with your colleagues

I would also like to let you know that www.educationsupport.org.uk provide advice and emotional support to all education staff and have a free, confidential helpline available on 08000 562 561.

Yours sincerely

(Typed name)

Executive/Headteacher/Head of School/ Headteacher

Cc. HR FILE

# Notification of Formal Grievance - Informing Other Party and Requesting a Response

## Strictly Private & Confidential

Employee name

Address

Date

Dear

Re: Grievance Investigation Meeting

I am writing to inform you that you have been named in a grievance raised by another employee, the nature of the allegation(s) is/ are

[ List details of grievance here].

and that in carrying out the above actions you breached the following school policies; [ENTER POLICIES HERE].

I would like to assure you that no decision has been made on the validity of the grievance, and that the matter will be fully and impartially investigated before any decision is made as to what, if any, action needs to be taken.

I would ask that you review the information above and prepare a written response to the above complaint(s). Please prepare this as fully as possible and do supply any supporting evidence or documentation that you think may be useful or pertinent. Please supply this to me by [ENTER DATE] NORMALLY WITHIN 10 SCHOOL DAYS FROM DATE OF GRIEVANCE LETTER].

Once this information has been received it will be reviewed and you may be required to attend an investigatory interview. The interview will be conducted in accordance with the Schools Grievance Procedure (attached). At the meeting you have the right, if you wish, to be accompanied by a work colleague or trade union representative.

You will understand that the school is under a duty to take all complaints seriously and to investigate them fully and fairly and you will be given a full opportunity to provide your version of events at any future meetings.

I understand this may be an unsettling time and therefore if you would like clarification on any of the details in this letter or anything else around this subject, please do contact me.as soon as possible to discuss.

As this matter is currently under investigation, please keep it confidential and do not discuss it with your colleagues

I would also like to let you know that www.educationsupport.org.uk provide advice and emotional support to all education staff and have a free, confidential helpline available on 08000 562 561.

Yours sincerely

(Typed name)

Executive/Headteacher/Head of School

Cc. HR FILE

NEW - Invitation to Investigation Meeting – Witness

## Private And Confidential

[Employee name]

[Address]

[Date]

Dear

Invitation to Investigation Meeting - Witness

I am writing to inform you that I have been appointed as Investigating Officer into the allegation(s) concerning [detail]. I understand that you may have witnessed the actions/incident relating to this/ or may have useful information concerning these allegation(s). The purpose of the interview, in the first instance, is to establish the facts of the case.

As a possible witness to the actions/incidents you may be able to assist this investigation in determining if there is evidence to substantiate the allegations. Accordingly, you are required to attend an investigatory interview at [time] on [date] in [venue]. The interview will be conducted in accordance with the schools’ procedures.

Please could you bring with you any information or documentation that might be of assistance to the investigation.

I would be grateful if you could confirm your attendance by [Date].

As this matter is currently under investigation, please keep it confidential and do not discuss it with your colleagues.

Thank you for your assistance, and I look forward to hearing from you.

Yours sincerely

[Name of Investigation Officer]

[Job Title]

Formal Grievance Panel Hearing - Notification

## Strictly Private & Confidential

Employee Name

Address

Date

Dear

Re: Formal Grievance Hearing

I am writing to advise you that following the receipt of [EITHER] your grievance [OR] the grievance and your response to it, you are required to attend a formal grievance hearing.

The hearing will take place on [DATE] (IDEALLY WITHIN 20 SCHOOL DAYS FROM THE DATE OF THE FORMAL GRIEVANCE BUT DEPENDENT ON THE COMPLEXITY OF THE COMPLAINT AND CIRCIMSTANCES AT THE SCHOOL) at [PLACE] at [TIME]. It will be conducted by the EXECUTIVE/HEADTEACHER] OR a Grievance committee of the Governing Body [DELETE AS APPROPRIATE]. The members of the Grievance Panel are [NAMES OF GOVERNORS HERE]. The minutes of the meeting shall be taken by [NAME/DETAILS/ROLE HERE]. A Human Resources representative will be present to support proceedings.

A representative of School Management and the \* Investigating officer (where appropriate) will also be invited to the hearing to present their findings and to answer questions from all relevant parties.

You have the right to be accompanied by a companion, who may be another employee, or a representative of your trade union. If your representative is unable to attend the hearing at the time given above, you may propose another date and time for the meeting to take place. Any alternative date must be on or before (date of the fifth working day after the (PROPOSED MEETING DATE). Only one postponement will be permitted.

An indexed bundle of statements and other documents that have already been submitted during the grievance process, along with a copy of the school’s grievance procedure will be distributed 5 days before the hearing to give all parties time to review the documentation

Should you wish to submit any further documentation or evidence to support your case, please provide me with a copy at least [INSERT] days before the date of the hearing At the same time, you should also inform me of the name of any representative or witnesses that will be present or called upon.

If, after considering the details, there is sufficient evidence to support an allegation of misconduct, the matter may be referred for investigation which will be carried out in accordance with the Disciplinary Procedure \* \*where appropriate when misconduct is alleged.

I understand this may be an unsettling time and therefore if you would like clarification on any of the details in this letter or anything else around this subject, please do contact me.as soon as possible to discuss.

As this matter is currently under investigation, please keep it confidential and do not discuss it with your colleagues

I would also like to let you know that www.educationsupport.org.uk provide advice and emotional support to all education staff and have a free, confidential helpline available on 08000 562 561.

Yours sincerely

(typed name)

Executive/Headteacher/Head of School

# Formal Grievance Outcome Letter

## Strictly Private & Confidential

Employee Name

Address

Date

Dear

Re: Outcome of the Grievance Hearing on [DATE HERE]

Following the formal grievance hearing held on [DATE HERE] I am now writing to you to formally inform you of the outcome of the hearing. I / The Governors Grievance Panel have determined that the grievances you have made, namely that [DETAILS OF GRIEVANCE HERE] have/not been substantiated

[ENTER COMMITTEE FINDINGS HERE]

As a consequence of the Committee’s findings, they have reached the decision that the following actions will take place;

[ENTER REMEDY(IES) HERE]

You have the right to appeal against this decision. If you wish to appeal, you must submit the grounds of your appeal to the Clerk to Governors by the [ENTER DATE HERE – 10 School days from the date of the letter] by either email to [ENTER ADDRESS HERE] or by post to [ENTER DETAILS HERE]. Any appeal will be heard by the Governing Body’s Appeal Committee.

If there is any aspect of this letter, or of the grievance procedure, to the extent that it applies to you that you do not understand, please contact me.

Yours sincerely

(typed name)

Executive/Headteacher/Head of School/ Chair of the Grievance Panel / Clerk to the Governing Body

[DELETE AS APPROPRIATE]

Formal Grievance Outcome Letter – Other Party

## Strictly Private & Confidential

Employee Name

Address

Date

Dear

Re: Outcome of the Grievance Hearing on [DATE HERE]

Following the formal grievance hearing held on [DATE HERE] I am now writing to you to inform you of the outcome of the hearing. I / The Governors Grievance Panel [DELETE AS APPROPRIATE] have determined that the grievances made against you, namely that [DETAILS OF GRIEVANCE HERE] have/have not been substantiated.

[ENTER COMMITTEE FINDINGS HERE]

As a consequence of the Committee’s findings they have reached the decision that the following actions will take place;

[ENTER REMEDY/IES HERE]

If there is any aspect of this letter, or of the grievance procedure, to the extent that it applies to you that you do not understand, please contact me.

Yours sincerely

(typed name)

Executive/Headteacher/Head of School/ Chair of the Grievance Panel / Clerk to the Governing Body

[DELTE AS APPROPRIATE]

Formal Grievance Appeal Hearing Notification

## Strictly Private & Confidential

Employee Name

ADDRESS

Date

Dear

Re: Formal Grievance Appeal Hearing

I am writing in response to your communication dated [ENTER DATE HERE] stating that you wish to appeal the decision of the grievance hearing that took place on the [ENTER DATE HERE] and the grounds for that appeal. I can now advise you that the hearing will take place on [DATE – within 15 SCHOOL DAYS from the receipt of the notice of appeal letter of Appeal letter] ] at [PLACE] at [TIME].

It will be conducted by Executive Headteacher OR the Appeal Panel of the Governing Body [DELTE AS APPROPRIATE]. The members of the appeal panel are [NAMES OF GOVERNORS HERE], HERE]. A Human Resources representative will be present to support proceedings.

You have the right to be accompanied by a companion, who may be another employee, or a representative of your trade union. If your representative is unable to attend the hearing at the time given above, you may propose another date and time for the meeting to take place. Any alternative date must be on or before (date of the fifth working day after the (PROPOSED MEETING DATE). Only one postponement will be permitted.

An indexed bundle of statements and other documents that have already been submitted during the grievance process, along with a copy of the school’s grievance procedure will be distributed 5 days before the hearing to give all parties time to review the appeal documentation.

The Executive/Headteacher/Chair of the Grievance Panel will attend the meeting, supported by a Human Resources representative. The records of the meeting shall be taken by myself.

If there is any aspect of this letter, or of the Grievance procedure, to the extent that it applies to you that you do not understand, please contact me.

Yours sincerely

(typed name)

Clerk to Governors

Formal Grievance Appeal Outcome Letter

## Strictly Private & Confidential

Employee Name

Address

Date

Dear

Re: Outcome of the Grievance Appeal Hearing on [DATE HERE]

Following the formal grievance appeal hearing held on [DATE HERE] I am now writing to you to inform you of the outcome of the hearing. The grounds of your appeal were that [DETAIL GROUNDS OF APPEAL HERE].

On the evidence presented to the Governors Appeal Panel] it was found that [ENTER FINDINGS HERE].

As a consequence of these findings the Panel reached the decision that your appeal HAS/HAS NOT BEEN SUBSTANTIATED].

[ENTER ANY ACTIONS ARISING OR CLOSING COMMENTS]

The decision of the Appeal Committee is final.

Yours sincerely

(typed name)

Chair of the Grievance Appeal Panel/ Clerk to the Governing Body [DELTE AS APPROPRIATE]

CC HR FILE

Executive Head/ Headteacher/ Head of School/ Chair of Governors

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