Managing Change Policy and Procedure

Model Letters

For Employees Voluntary Aided Schools

Autumn 2022

1. Communication to Staff and Unions regarding Consultation

Strictly Private & Confidential

DATE

Dear Colleague

You may be aware that we have been conducting a review of the current staffing structure. A committee of the governing body has been convened to oversee a change to the current structure.

The attached document is the business case setting out the reasons for the change and the process for implementing it.

With effect from [ENTER DATE HERE] we are starting a formal consultation which will end on [ENTER DATE HERE] to give you an opportunity to share your views and comments, to arrange individual meetings if necessary and to ensure that you understand the impact on your role.

We are aware that change can be difficult for those concerned, however, this document is confidential and should not be shared with parents or the wider community.

A meeting with your trade union representatives has been arranged for [ENTER DATE HERE].

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.

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.

Thank you for your cooperation please do not hesitate to contact me with any questions.

Yours sincerely

Headteacher/SLT/SBM/HR Manager

1. Letter notifying result of application for voluntary redundancy

Strictly Private & Confidential

Employee NAME

ADDRESS

Date

Dear

Re: Acceptance of Application For Voluntary Redundancy

Thank you for your application for voluntary redundancy. The committee of the governing body overseeing the process considered your application at its meeting on [ENTER DATE HERE] and I am pleased to be able to tell you that your application was accepted. The committee agreed that your employment with the governing body would cease on [ENTER DATE HERE].

The local education authority has been consulted regarding your voluntary redundancy and is now being asked to arrange for your redundancy payments. (Any special considerations relating to pension should be included here.)

If there are any matters you would like to discuss with regard to your voluntary redundancy, please do not hesitate to get in touch with me.

Yours sincerely

Headteacher/SLT/SBM/HR Manager

1. Notice of dismissal by reason of redundancy

Strictly Private & Confidential

Employee NAME

ADDRESS

Date

Dear .

Re: Outcome of Redundancy Hearing

Following the Hearing held on [DATE HERE]*,* I write to inform you of the outcome of the meeting. At the hearing you were accompanied by , the meeting was chaired by . were also present. The minutes were taken by and a representative from Human Resources was present to support proceedings.

I regret to have to inform you that it was decided that you should be dismissed by reason of redundancy.

The reasons for your dismissal are [ENTER DETAILS HERE - *It is important that the reasons are clearly stated so as to avoid having to recount the whole case at any subsequent appeal].*

The governors very much regret having to make this decision and any difficulties this may cause you. [IF APPROPRIATE – SEE FOOTNOTE - This letter constitutes formal notice of the termination of your employment with the governing body, which will take effect on ..........][[1]](#footnote-1)

If you wish to appeal against your dismissal, you may do so by writing to the (Executive)Headteacher/me [DELETE AS APPROPRIATE], stating the grounds of your appeal, within five school working days of the date of this letter.

The date for an appeal, if required, will be [ENTER DATE 10 WORKING DAYS FROM THE DATE OF THE LETTER - It is advisable to remind the employee of the date for the appeal already provided in the timetable for the whole procedure. The governors on the appeal committee should also be reminded of the date.]

Yours sincerely

[TYPE NAME]

Chair of the Dismissal/Redundancy Committee

1. Notice of dismissal following expiry of appeal period

Strictly Private & Confidential

Employee NAME

ADDRESS

Date

Dear

Re: Notice of Dismissal by Reason of Redundancy Following Expiry of Appeal Period

Further to my letter of [ENTER DATE] advising you of the decision of the governors that you be dismissed by reason of redundancy, I note that the five school working day period from the date of that letter for lodging an appeal has now expired.

I am therefore writing to you to give formal notice of the termination of your employment with the governing body which will take effect on [ENTER DATE].

The governors much regret having to make this decision. They are very appreciative of the work you have done for the school and are sorry that your services have to be terminated in this way. The headteacher has been asked to arrange for you to have reasonable time off to look for alternative employment.

Yours sincerely

[TYPE NAME]

Chair of the Dismissal/Redundancy Committee

1. Notice of hearing by dismissal appeal committee

Strictly Private & Confidential

Employee NAME

ADDRESS

Date (At least 5 school days' written notice must be given)

Dear

Re: Dismissal Appeal Committee Hearing

In response to your letter of [ENTER DATE] stating that you wish to appeal against the decision of the Dismissal/Redundancy Committee of the governing body notified to you on [ENTER DATE], I write to inform you that the appeal hearing will be held at [ENTER TIME] on [ENTER DATE] and be in [ENTER PLACE]. (The appeal committee should meet as soon as reasonably possible after receipt of the notification of the appeal).

The chair of the Dismissal/Redundancy Committee will present the case for the dismissal by reason of redundancy.

During the meeting you may be accompanied by a companion who may be a work colleague or a trade union representative. The chair of the dismissal committee will be accompanied by the headteacher.

I enclose an index of the documents to be presented to the appeal committee. This index lists all the documents which were considered by the dismissal/ redundancy committee and new documents which the chair of the committee intends to present to the appeal committee. I enclose copies of all the documents.

If you wish to submit any new papers, please send these to me as soon as possible.

The following information should be supplied to me as soon as possible and no later than three school working days before the date of the hearing of the appeal:

1. name of any companion who will be with you during the hearing;

2. any new written evidence or relevant documents you wish to be considered;

3. names of all witnesses you intend to call together with copies of any new statements.

The chair of the dismissal committee will be calling the following witnesses to the hearing [ENTER NAMES HERE]

The names of the governors who will be serving on the dismissal appeal committee are [ENTER NAMES HERE] and they will be supported by a HR Representative.

Yours sincerely

[TYPE NAME]

ROLE

1. Letter notifying outcome of appeal against dismissal by reason of redundancy

Strictly Private & Confidential

Employee NAME

ADDRESS

Date

Dear .

re: Outcome of Appeal against Dismissal by Reason of Redundancy

Following the Appeal Hearing held on [DATE HERE]*,* I write to inform you of the outcome of the meeting. At the hearing you were accompanied by , the meeting was chaired by . were also present. The minutes were taken by and a representative from Human Resources was present to support proceedings.

Your grounds of appeal against the decision to dismiss were as follows: (summarise as appropriate and delete grounds not raised)

The selection process has been unfair

The job is not redundant

The policy and procedures have not been followed correctly

There are new circumstances or information which the employee would like to be considered

After due consideration to all the evidence presented to the Appeals Panel,

Select either wording as appropriate:

I regret to have to inform you that it was decided to confirm your dismissal by reason of redundancy. The reasons for this were [ENTER DETAILS/FINDINGS HERE].

This letter constitutes formal notice of the termination of your employment with the governing body, which will take effect on [ENTER DATE HERE].

The governors much regret having to make this decision. They are very appreciative of the work you have done for the school and are sorry that your services have to be terminated in this way. The headteacher has been asked to arrange for you to have reasonable time off to look for alternative employment.

or

(b) the Appeal Panel decided not to uphold the decision to dismiss on the grounds of the Redundancy.

The committee considered the evidence presented to the hearing and had the following reasons for reaching its decision [ENTER COMMITTEE FINDINGS HERE} and ACTIONS ARISING AS A RESULT]

The decision of the Appeals Panel is final.

Yours sincerely

[TYPE NAME]

Chair of the Dismissal/Redundancy Appeal Committee

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1. This sentence in square brackets would be included only in exceptional circumstances of shortage of time, where notice of dismissal is being given now rather than after the appeal, or the time for an appeal has expired without an appeal being lodged [↑](#footnote-ref-1)