

Disciplinary Policy & Procedure

Template Forms and Letters

FEBRUARY 2021

**EVERY
CHANCE
for EVERY
CHILD**

Adopted by the SHH Federation 14 Oct 2021

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1. CHECKLIST FOR SUSPENSION OF SCHOOL STAFF

1.	Is the nature of the allegation clear?
2.	Does an initial investigation suggest that there is a prima facie case for gross misconduct (i.e., that there is substance to the allegation and that it is serious enough to warrant a full investigation)?
3.	Has HR been consulted for advice?
4.	If the allegation involves actual or potential harm to children, has the LADO been consulted?
5.	Does the allegation involve potentially criminal activity? If so, have the Police been consulted?
6.	Has the person whose behaviour is complained of been allowed to provide an initial response?
7.	Has the initial response been recorded, signed, and dated?
8.	Is it safe for any child if the person complained of remains at school? Is this a low, medium, or high risk?
9.	Are there any risks to any adults at school if the person whose behaviour is complained of remains at work? Is this a low, medium, or high risk?
10.	Are there risks of the behaviour continuing if the person remains at school?
11.	Have all explanations been properly considered and questioned appropriately at this initial stage?
12.	Are there risks of evidence being destroyed if the person whose behaviour is complained of remains at school?
13.	Are there any risks to property/buildings/site if the person whose behaviour is complained of remains at school?
14.	Are there any current disciplinary warnings in place that may be relevant?
15.	Have alternatives to suspension been considered i.e., working elsewhere in school/from home?
16.	Is the proposed suspension reasonable in all the circumstances?
17.	Should the person be suspended?

2. NOTICE OF SUSPENSION FROM DUTY

School headed paper

Private and Confidential

Name

Date

Dear *name*,

Notice of Suspension from Duty

Following our meeting on (*insert date*), I write to confirm that I am suspending you on full pay until further notice. I emphasise that suspension is a neutral act without prejudice to the investigation, to allow time for the alleged misconduct to be fully investigated and dealt with under the provisions of the Schools Disciplinary Policy and Procedure. A copy is attached.

You are being suspended from work to allow us to investigate the following allegations/ alleged incident (*list the allegations/details of alleged incident*).

It was emphasised to you during the meeting that suspension is not considered to be punitive in nature, neither does it imply guilt in any way. The suspension was considered appropriate due to the seriousness of the issue and to ensure the investigation can proceed unimpeded.

I have decided that suspension should be applied rather than to place you on alternative duties because (*insert brief explanation of why suspension is appropriate*).

Your suspension will be kept under review whilst an investigation into the allegations takes place. Should it become apparent that suspension is no longer warranted arrangements will be made to lift your suspension as soon as possible and for you to return to work.

Whilst you are suspended from duty the following terms apply:

Co-operation with the Investigation

You will be given the opportunity to be interviewed as part of the investigation process and you are entitled to be accompanied by a trade union representative or work colleague. More information in this respect will be provided to you at the relevant points in the process.

During your suspension you must co-operate with the investigation into the alleged offence(s) and should remain available during normal working hours to participate in

the process, including attending disciplinary investigation meetings, and also to deal with any work-related questions if appropriate.

An Investigating Officer will be appointed to investigate this matter and I will notify you of the name of this person as soon as possible.

or

I have appointed (insert name of Investigating Officer) as investigating officer, who will be in contact shortly to arrange a date for your meeting.

Contact with Work Colleagues

During your suspension you are not specifically excluded from having social contact with staff within the school, however, very careful consideration must be given to this and it must not in any way impede the investigation. For example you must not make contact with colleagues or other employees that could be involved as witnesses in any investigations, and you must not discuss this matter with any staff, other than your nominated representative, who should also maintain confidentiality.

Contact Officer

Whilst you are suspended, I have allocated (insert name of delegated manager) as your nominated contact officer, who will be your contact for matters including:

- Providing updates on the investigation process
- Receiving requests for booking leave (if applicable)
- Raising your concerns, or requests for support
- Notification if you become unfit to attend work due to sickness
- Informing them if there is a reason why we would not be able to contact you at your normal home address and telephone number, and providing alternative contact details
- Requesting access to the school, or to information
- Seeking permission for any commitments during normal working hours which would make you unavailable to co-operate with the process.

The contact officer will be in contact with you shortly to agree frequency of contact, etc.

Visiting your place of work

You are not required to report for normal duty.

During the period of suspension, you must not enter the school premises without the permission of **(insert name of delegated manager)**.

Sickness during Suspension

Should you be certified (self-certification or certification by a doctor under the terms of the sick pay scheme) as unfit to perform the duties of your post during the suspension, your pay for the period of certified sickness will be based on the provisions of the sick pay scheme and the period will be treated as sickness absence.

If you are unfit for work due to illness, you should also advise the above-named contact officer whether you are fit to co-operate with the investigation during this period. We may decide to seek advice from the Occupational Health Department to ensure that you are supported appropriately.

During the period of certified sickness, the terms of the suspension relating to visiting your place of work and contact with work colleagues set out above will continue to apply.

Other employment

You should not undertake any other employment during the hours you would have been at work had you not been suspended. Please note that any breach of this obligation may result in your dismissal on grounds of misconduct.

Review of these arrangements

At this stage, your suspension will be reviewed in line with the completion of the investigation, at which point you will be contacted to advise you of any decisions which have been made. This will include whether it is necessary to continue your suspension pending a disciplinary hearing.

Support

Below are the contact details for (*insert provider name*), the School's Employee Assistance Programme (EAP) – should you need to speak to someone in confidence regarding anything to do with this matter.

The EAP service offers you 24 hours a day, 365 days per year access to telephone counselling, information, and signposting services at no cost to you. EAP freephone number (*insert number*) (free from a land line).

During the suspension period you have been allocated the above named contact officer, however you may also contact your Trade Union representative/nominated work colleague, or if they are unavailable at any time you may also contact myself.

I appreciate this is a difficult situation and the school will endeavour to complete the investigation as quickly as possible.

Yours sincerely,



Headteacher

cc HR Advisor

Trade union representative/work colleague

3. NOTIFICATION OF INVESTIGATION

School headed paper

Private and Confidential

Date

Dear *name*,

Notification of Decision to Conduct an Investigation

I am writing to inform you that I have now appointed (*insert name*) to act as an Investigating Officer to look into the allegation(s) that have been made relating to your conduct in the workplace. As previously notified to you, the allegations are: (*insert details*).

(*Insert name*) will write to you shortly to arrange an investigation interview with you. The investigation will be an impartial and fair process during which (*Insert name*) will also be collating and reviewing relevant documentation and speaking to relevant witnesses in order to establish the facts of the matter and to determine the next steps. I have set an initial investigation period of *20/30 days (*amend accordingly*).

At the conclusion of the investigation process, the investigating officer will produce a report which will be forwarded to me. Once I have considered the report, I will make a decision on next steps which could include:

- taking no further action
- taking informal action e.g. providing you with extra coaching, training, or support, confirming the required standards
- the matter being dealt with through other appropriate procedures, i.e. formal performance management procedures
- holding a formal disciplinary hearing

You will be informed in writing of the outcome.

If it is determined that there is a case to be heard at a disciplinary hearing, any information which comes to light during the investigation may be used at that hearing. In such cases, the investigating officer's report will be made available to you ahead of the hearing, together with a letter confirming your alleged misconduct. If there is any change to the allegations either during or as a result of the investigation, these will be confirmed in writing.

In some circumstances, rather than to proceed with a full disciplinary hearing it may be possible to agree an outcome in terms of an appropriate disciplinary sanction.

Where this is a possible alternative you will be notified in writing and invited to a meeting to discuss this further.

***If complaint not already provided:** I attach a copy of the complaint received dated *(insert date)* and would stress that I am unable to discuss the issue further until the investigation has been completed.

I acknowledge that this may be a stressful time for you, and if you would like me to make a referral to Occupational Health, please let me know and I can make arrangements.

**If applicable/amend as necessary:* I am providing the contact details for the school's Employee Assistance Programme providers *(insert name)*, should you need to speak to someone in confidence regarding anything to do with this matter. The EAP service offers you 24 hours a day, 365 days per year access to telephone counselling, information, and signposting services at no cost to you. EAP free-phone number *(insert number)*.

If you have not already done so, please read the school's Disciplinary Policy and Procedure which is attached for your reference.

**If employee is not suspended, and is still working:*

Please note that you will be expected to attend work as normal while the investigation takes place. *(Please also note any changes to duties or responsibilities during this time.)*

I remind you that all matters relating to this investigation are strictly confidential. As such, I would ask that you do not discuss this matter with anyone other than the named investigating officer and your representative if you choose to have a representative.

A copy of this letter goes to the Investigating Officer for information.

Yours sincerely,

Headteacher
C.c. Investigating Officer
HR Advisor

Enc: Disciplinary Procedure

4. INVESTIGATION REPORT TEMPLATE

(Adapt to suit the particular circumstances of the investigation)

INVESTIGATION REPORT	
Introduction Investigation authorised by:	<i>(Name and role)</i>
Investigator:	<i>(Name and role)</i>
Date investigation began:	
Terms of reference:	
<i>(Include if they were amended and how)</i>	
Background to the investigation:	
<i>(Brief overview of the matter)</i>	
Process of Investigation	
The investigation process:	
<i>(Explain how the investigation was authorised)</i>	
Evidence collected:	<i>(List all evidence collected)</i>
Evidence not collected:	<i>(List all evidence that could not be collected and why)</i>
Persons interviewed:	<i>(List all people interviewed)</i>
Persons not interviewed:	<i>(List any witnesses that could not be interviewed and why)</i>
Anonymised statements:	
<i>(If any, explain why and provide details of any enquiries into witness)</i>	

The Investigation Findings

Summary of written and physical evidence:

(Name and summarise each document contained, set out how the evidence supported or did not support your findings and why)

Summary of witness evidence:

(Name and summarise each witness statement, quote from statement where relevant, set out how the witness statement supported or did not support your findings and why)

Facts established:

(Detail what the investigation has established)

Facts that could not be established:

(Detail any part of the investigation that was inconclusive)

Mitigating factors:

(Detail if there were any mitigating factors uncovered that are relevant to the investigation)

Other relevant information

(Detail any other information that is relevant to the matter)

Conclusion

(If required)

Recommendation:

Formal action/Informal action/No action required

Further details on recommendation:

(Such as the type of action suggested for example, formal disciplinary meeting, and if there are any other recommendations related to the matter. In disciplinary matters, the investigator should not recommend a possible sanction. This should only be considered at a disciplinary hearing)

Investigator's signature:

Date:

Supporting documents

(List all documents collected as part of investigation and included in report)

5. OUTCOME OF INVESTIGATION - NO FURTHER ACTION

School headed paper

Private and Confidential

Name

Date

Dear *name*,

Outcome of Investigation - No Further Action

The investigation into *(insert brief details of allegation/incident)* is now complete and as a result I have decided that there is no case to be answered and as such I will not be taking any disciplinary action. A copy of this decision will be kept on your personal file.

(IF MEMBER OF STAFF IS SUSPENDED) Your suspension from work will now end. I would like to meet you on *(insert date and time)* to talk about coming back to work and what happens next.

Please let me know if you have any questions about the above – and I look forward to seeing you shortly.

Yours sincerely,

Headteacher

C.c. Investigating Officer

HR Advisor

6. OUTCOME OF INVESTIGATION - INFORMAL ACTION

School headed paper

Private and Confidential

Name

Date

Dear *name*,

Outcome of Investigation - Informal Action

The investigation into (*insert brief details of allegation/incident*) is now complete and I have decided not to take any disciplinary action. A copy of this decision will be kept on your personal file.

I do however wish to meet with you informally to discuss (*enter details of issues to be discussed*), and I intend to do so on (*enter details of meeting*).

(IF MEMBER OF STAFF IS SUSPENDED) Your suspension from work will now end. I would like to meet you on (*insert date and time*) to talk about coming back to work and what happens next.

Please let me know if you have any questions about the above – and I look forward to seeing you shortly.

Yours sincerely,

Headteacher

C.c. Investigating Officer

HR Advisor

7. OUTCOME OF INVESTIGATION - FORMAL ACTION

School headed paper

Private and Confidential

Name

Date

Dear *name*,

Outcome of Investigation - Case to Be Heard at Disciplinary Hearing

Further to the Investigation process carried out by **(INSERT NAME)** it is alleged that you have behaved in a manner, which is in breach of the standards set out in the school's Code of Conduct and Disciplinary rules (**insert other relevant documents as required**). You are therefore required to attend a disciplinary hearing where the following allegations will be heard:

(List details of alleged misconduct)

If proven these allegations would constitute misconduct/gross misconduct. (*delete as appropriate*) I will write to you shortly to inform you of the arrangements for the disciplinary hearing.

If you may be accompanied by a trade union representative or work colleague at your hearing.

An additional copy of this letter is enclosed, which you may wish to pass to a trade union representative or a work colleague.

Yours sincerely,

Headteacher

C.c. Investigating Officer

HR Advisor

8. NOTICE OF DISCIPLINARY HEARING

School headed paper

Private and Confidential

Name

Date

Dear *name*,

Notification of Arrangements for Disciplinary Hearing

*I wrote to you on (insert date on which either letter of alleged misconduct/gross misconduct was sent or) informing you that it is alleged that you have behaved in a manner which is in breach of *the standards set out in the schools Code of Conduct / Disciplinary policy / add others as applicable.*

As you are aware, the investigation into this matter has now concluded and this matter is to be heard at a

I am writing to confirm that arrangements have been made for a disciplinary hearing which will be held on.... *(date)* at..... *(time)* and in*(venue)*. The hearing will be held in accordance with the Schools Disciplinary Policy and Procedure. A copy is attached.

The purpose of the meeting is to further discuss the following allegation(s)

please provide the specific details of these complaint(s)/allegation(s)

***Amend accordingly:**

*I shall chair the hearing (*in the case where dismissal will not be an outcome*) and I shall be advised by (name of HR Advisor).

I intend to call *(name of investigating officer)* to present the findings of the investigation that has been undertaken as well as the following witness/witnesses.... *(names of witnesses)*.

Or where dismissal may be an outcome

*Members of the Disciplinary Panel will be..... *(include the name of the other governor and who will be acting as Chair usually the Headteacher)* and they will be advised by *(name of HR Advisor)*.

The investigating officer (*name of investigating officer*) will attend to present the findings of the investigation that has been undertaken as well as the following witness/witnesses.... (*names of witnesses*).

The investigating officer will be accompanied by.... (*name of HR Advisor – if appropriate*).

You have the right to be accompanied by a trade union representative or a work colleague.

I remind you that the outcome of the hearing may result in formal disciplinary action.

* If the allegation constitutes gross misconduct or a live final warning has already been issued

I remind you that, as the allegation may constitute gross misconduct, **or**... I need to advise you that, as you already have a live final warning, the outcome of the hearing may result in formal disciplinary action, including your dismissal/summary dismissal (*if potential gross misconduct*).

Enclosed are copies of the relevant written evidence, including witness statements, relating to the allegation/incident.

You need to provide the following to me by (*date - three working days in advance of the hearing*).

confirmation of your attendance at the hearing

any additional written evidence that you feel is appropriate to your case

the names of any witnesses you may be calling

the name of the trade union representative or work colleague whom you will be bringing with you so copies of the relevant documentation can be sent to them.

Yours sincerely,

Headteacher

C.c. Investigating Officer

HR Advisor

9. OUTCOME OF DISCIPLINARY HEARING - NO FURTHER ACTION

School headed paper

Private and Confidential

Name

Date

Dear *name*,

Re: Outcome of Disciplinary Hearing

I write to confirm the outcome of the **disciplinary hearing** held on (*date*). The purpose of this **hearing** was to consider the allegation(s) of

please provide details of allegation(s)/complaint(s).

Members of the Disciplinary panel were myself and (name of the other governor). The panel were advised by (*name of HR Advisor*).

Or I chaired the hearing and was advised by (*name of HR Advisor*).

(*Name of Investigating Officer*) attended to present the findings of his/her investigation. Also, in attendance was/were (*include if appropriate*). (*Name and job title of trade union representative or work colleague*) was also present.

The committee/I considered all the evidence presented by both parties in relation to the allegation(s) and as a result have decided not to take any further action.

This decision was reached taking into account the following factors:

(*Insert details of why you have decided to take no action*)

Yours sincerely,

Headteacher

C.c. Investigating Officer

HR Advisor

10. OUTCOME OF DISCIPLINARY HEARING - FIRST/SECOND/FINAL WRITTEN WARNING

School headed paper

Private and Confidential

Name

Date

Dear *name*,

Re: Outcome of Disciplinary Hearing

I write to confirm the outcome of *the disciplinary hearing held on (date)*. *The purpose of this hearing was to consider the allegation(s) of*

please provide details of allegation(s)/complaint(s).

Members of the Disciplinary panel were myself and (name of the other governor).
The committee were advised by (name of HR Advisor).

Or I chaired the hearing and was advised by (name of HR Advisor).

(Name of Investigating Officer) attended to present the findings of his/her investigation. Also, in attendance was/were (include if appropriate). (Name and job title of trade union representative or work colleague) was also present.

Formal action:

The committee/I considered all the evidence presented by both parties in relation to the allegation(s) and as a result came to the conclusion that the following allegation(s) was/were substantiated:

(please provide appropriate details)

This decision was reached taking into account the following factors:

(Insert details including evidence / mitigating circumstances, etc)

Therefore, it was further decided that you should receive a (first or second or final) written warning. This warning will remain on your file for (include appropriate length of time) after which it will be disregarded unless exceptional circumstances prevent this. Any repeat of such behaviour may lead to further formal disciplinary action being taken against you, including your dismissal (insert for a final warning).

You have the right of appeal against this decision. If you wish to do so, you should write to the Chair of Governors at the school address. You have 10 working days from the date of this letter to put your appeal in writing and this should clearly state the grounds on which you base your appeal and should contain a written statement of case and supporting evidence in respect of this.

If you wish to appeal you must specify one or more of the following grounds:

unduly severe penalty;
new evidence has come to light which could affect the original decision;
the disciplinary proceedings were unfair and breached the rules of natural justice;
the original finding was against the weight of evidence.

Yours sincerely,

Headteacher

C.c. Investigating Officer

HR Advisor

11. OUTCOME OF DISCIPLINARY HEARING - DISMISSAL

School headed paper

Private and Confidential

Name

Date

Dear *name*,

Re: Outcome of Disciplinary Hearing

I write to confirm the outcome of the disciplinary hearing held on (*date*). The purpose of this hearing was to consider the allegation of

(please provide details of allegation(s)/complaint(s)).

This allegation(s)/complaint(s) was/were considered to constitute gross misconduct. (If relevant)

Members of the Disciplinary panel were myself and (*name of the other governor*). The panel were advised by (*name of HR Advisor*).

(Name of Investigating Officer) attended to present the findings of his/her investigation. Also, in attendance was/were (*include if appropriate*). (*Name and job title of trade union representative or work colleague*) was also present.

The Disciplinary panel considered all the evidence presented by both parties in relation to the allegation(s) and as a result came to the conclusion that the following allegation (s) was/were substantiated:

(please provide appropriate details)

This decision was reached taking into account the following factors:

(Insert details including evidence / mitigating circumstances, etc)

Dismissal Following a Final Warning

Therefore, it was further decided that as you are already in receipt of a live final warning you be dismissed from your post as.... (*job title*). You are entitled to (*number of weeks/months*) notice and therefore your last day of service with this school (and the London Borough of Tower Hamlets *) will be (*date*).

** Insert for Community and Voluntary Controlled schools*

I shall be writing to the Local Authority to request that your dismissal be confirmed*.

Summary Dismissal for Gross Misconduct

Therefore, it was further decided that you be summarily dismissed from your post as..... (*job title*) for gross misconduct. This means that you are dismissed without notice and therefore your dismissal from this school (and the London Borough of Tower Hamlets*) is effective from today.

** Insert for Community and Voluntary Controlled schools*

I shall be writing to the Local Authority to request that your dismissal be confirmed*.

You have the right of appeal against this decision. If you wish to do so, you should write to the Chair of Governors at the school address. You have 10 working days from the date of this letter to put your appeal in writing and this should clearly state the grounds on which you base your appeal and should contain a written statement of case and supporting evidence in respect of this.

If you wish to appeal you must specify one or more of the following grounds:

unduly severe penalty;
new evidence has come to light which could affect the original decision;
the disciplinary proceedings were unfair and breached the rules of natural justice;
the original finding was against the weight of evidence.

Yours sincerely,

Headteacher

C.c. Investigating Officer
HR Advisor

12. INVITE TO APPEAL HEARING

School headed paper

Private and Confidential

Name

Date

Dear *name*,

Re: Invite to Appeal Hearing

I am writing to confirm that the appeal against the sanction given to you at the disciplinary hearing of... *(insert date)*, of *(second or final)* written warning/dismissal, will be held on*(date) (time) (venue)*.

The purpose of the appeal hearing is to investigate your stated grounds of appeal, which are:

(please list grounds of appeal).

Members of the appeal committee will be..... *(names of the three governors)*. The committee will be advised by..... *(name of HR Advisor)*.

I shall also be asking *(INSERT NAME: chair of the original committee)* to attend the hearing who shall be accompanied by..... *(name of HR Advisor- if appropriate)*.

I understand that you will be accompanied by..... *(name of trade union representative or work colleague)* or see below*.

As soon as you receive this letter, please contact me to confirm:

your attendance at the hearing;

the names of any witnesses you may be calling;

the name of the trade union representative or work colleague if you have not already done so*.

This information should be provided no later than 5 working days before the date of the appeal hearing.

You have already been provided with a copy of the Schools Disciplinary Policy and Procedure, however if you need a further copy please let me know.

Yours sincerely,

Chair of Governors

cc HR Advisor
Trade union representative/work colleague
Headteacher (If Chair of the Appeal Committee writing)

13. OUTCOME OF APPEAL HEARING (WRITTEN WARNING) - APPEAL UPHeld

School headed paper

Private and Confidential

Name

Date

Dear *name*,

Re: Outcome of Disciplinary Appeal Hearing

I write to confirm the outcome of the disciplinary appeal hearing held on (*date*). The hearing was held in relation to your appeal against the..... (*second or final*) written warning that you received.

Members of the appeal committee were (*names of the three governors*). The committee were advised by (*name of HR Advisor*).

..... (*name of Headteacher*) was also present and was advised by (*name of HR Advisor – if appropriate*).

Also, in attendance was/were (*include if appropriate*). (*Name and job title of trade union representative or work colleague*) was also present.

The appeal committee considered your grounds of appeal and all the evidence that was presented by both parties in relation to these. As a result, the appeal committee came to the conclusion that your appeal be upheld on the basis that....

(provide appropriate details)

Therefore the..... (*second or final*) written warning that you received will be quashed /changed to a (*first/second*) written warning (*as appropriate*).

There is no further right of appeal.

Yours sincerely,

Chair of the Appeal Committee

cc HR Advisor

Trade union representative/work colleague

Headteacher

14. OUTCOME OF APPEAL HEARING (WRITTEN WARNING) - APPEAL REJECTED

School headed paper

Private and Confidential

Name

Date

Dear *name*,

Re: Outcome of Disciplinary Appeal Hearing

I write to confirm the outcome of the disciplinary appeal hearing held on (*date*). The hearing was held in relation to your appeal against the..... (*second or final*) written warning that you received.

Members of the appeal committee were (*names of the three governors*). The committee were advised by (*name of HR Advisor*).

..... (*name of Headteacher*) was also present and was advised by (*name of HR Advisor – if appropriate*).

Also, in attendance was/were (*include if appropriate*). (*Name and job title of trade union representative or work colleague*) was also present.

The appeal committee considered your grounds of appeal and all the evidence that was presented by both parties in relation to these. As a result, the appeal committee came to the conclusion that the decision made at the disciplinary hearing on..... (*insert date*) be upheld on the basis that....

(please provide appropriate details)

Therefore the (*second or final*) warning that you received will remain on your personal file for (*appropriate length of time*).

There is no further right of appeal.

Yours sincerely,

Chair of the Appeal Committee

cc HR Advisor

Trade union representative/work colleague

Headteacher

15. OUTCOME OF APPEAL HEARING (DISMISSAL) - APPEAL UPHELD

School headed paper

Private and Confidential

Name

Date

Dear *name*,

Re: Outcome of Disciplinary Appeal Hearing

I write to confirm the outcome of the disciplinary appeal hearing held on (*date*). The hearing was held in relation to your appeal against the decision that was taken to summarily dismiss/dismiss (*delete as appropriate*) you for gross misconduct... at the disciplinary hearing of (*date*).

Members of the appeal committee were (*names of the three governors*). The committee were advised by (*name of HR Advisor*).

..... (*name of Headteacher*) was also present and was advised by (*name of HR Advisor – if appropriate*).

Also, in attendance was/were (*include if appropriate*). (*Name and job title of trade union representative or work colleague*) was also present.

The appeal committee considered your grounds of appeal and all the evidence that was presented by both parties in relation to these. As a result, the appeal committee came to the conclusion that your appeal be upheld on the basis that....

(provide appropriate details)

Therefore, the decision to summarily dismiss/dismiss you (*delete as appropriate*) for gross misconduct has been quashed / changed to a (*first/second/final*) written warning (*as appropriate*).

Arrangements will be made to enable your reinstatement to the position of..... (*insert name of job title*) as soon as practicable. *Please discuss actions required and wording with an HR Advisor in this event.*

There is no further right of appeal.

Yours sincerely,



Chair of the Appeal Committee

cc HR Advisor

Trade union representative/work colleague

Headteacher

16. OUTCOME OF APPEAL HEARING (DISMISSAL) - APPEAL REJECTED

School headed paper

Private and Confidential

Name

Date

Dear *name*,

Re: Outcome of Disciplinary Appeal Hearing

I write to confirm the outcome of the disciplinary appeal hearing held on (*date*). The hearing was held in relation to your appeal against the decision that was taken to dismiss you/summarily dismiss (*delete as appropriate*) you for gross misconduct... at the disciplinary hearing of (*date*).

Members of the appeal committee were (*names of the three governors*). The committee were advised by (*name of HR Advisor*).

..... (*name of Headteacher*) was also present and was advised by (*name of HR Advisor – if appropriate*).

Also, in attendance was/were (*include if appropriate*). (*Name and job title of trade union representative or work colleague*) was also present.

The appeal committee considered your grounds of appeal and all the evidence that was presented by both parties in relation to these. As a result, the appeal committee came to the conclusion that the decision made at the disciplinary hearing on..... (*insert date*) be upheld on the basis that....

(please provide appropriate details)

Therefore, the decision to dismiss you/summarily dismiss you for gross misconduct stands. *(provide appropriate details)*

There is no further right of appeal.

Yours sincerely,

Chair of the Appeal Committee

cc HR Advisor

Trade union representative/work colleague



Headteacher