

**Disciplinary Procedure - Guidance**  
**Model Letter A - Invitation to an Initial Meeting**

**Using this document**

*This letter may be used to notify an employee that they are to attend the initial meeting under the Disciplinary Policy. The letter convening an initial meeting will be issued by the employee/s line manager.*

[Title and full name of employee]

[Address 1]

[Address 2]

[Address 3]

[Day] [Month] [Year]

Dear [Title and surname of employee]

I am writing to tell you that you are required to attend an initial meeting with me on *[insert date]* at *[insert time]*, which is to be held *[in/at] [insert location]*. *[Name]* will be present to take notes of the meeting.

The meeting is being arranged under the Disciplinary Policy. However, it is not a disciplinary hearing.

The purpose of the meeting is to:

- discuss with you and provide you with the opportunity to respond to [*\*concerns regarding your conduct / \*concerns regarding an incident / \*an allegation regarding your conduct \*include appropriate wording*] and
- on the basis of this decide what appropriate action, if any, should be taken.

The [*\*conduct / \*incident / \*allegation \*include appropriate wording*] referred to above is *[insert details of potential disciplinary matters]*.

The outcomes of this meeting could be:

- to drop the matter with no further action required;
- to hold a further 'Management Meeting' to determine whether changes to management practices or procedures and /or further management support or the issuing of a verbal warning are appropriate
- to fully investigate your alleged misconduct under the provisions of the Disciplinary Procedure;
- if the decision is to fully investigate, to suspend you pending the outcome of the disciplinary investigation process; or
- to refer the matter for consideration under the Appraisal and Capability Policy.

The outcome of the meeting will be communicated to you in writing within five working days of the meeting.

If you have any queries regarding the arrangements for this meeting please do not hesitate to contact me.

Yours sincerely

[First name] [Last name] [Job title]

[Job title]

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## Disciplinary Procedure - Guidance

### Model Letter B - Invitation to a Management Meeting

#### Using this document

*This model letter should be used to notify an employee that they are to attend a management meeting. The letter convening a management meeting will be issued by the employee/s line manager.*

#### Notes

- **Employee to be provided with reasonable notice *if the meeting may result in the issuing of a verbal warning***

[Title and full name of employee required to attend management meeting]

[Address 1]

[Address 2]

[Address 3]

[Day] [Month] [Year]

Dear [Title and surname of employee]

Following my initial meeting with you, I am writing to tell you that you are required to attend a management meeting with me on [*insert date*] at [*insert time*], which is to be held [in/at] [*insert location*]. [*Name*] will be present to take notes of the meeting.

The meeting is being arranged under the Disciplinary Policy. However, it is not a disciplinary hearing. The meeting is being convened following - and as the outcome of – the holding of an initial meeting under the Disciplinary Policy.

At this initial meeting [*\*concerns regarding your conduct / \*concerns regarding an incident / \*an allegation regarding your conduct \*include appropriate wording*] were discussed with you and you were given an opportunity to respond to those concerns.

The [*\*conduct / \*incident / \*allegation \*include appropriate wording*] referred to above is [*insert details of potential disciplinary matters*].

The purpose of the management meeting is to further discuss [*\*the school's concerns regarding your conduct / \*the school's concerns regarding the incident / \*the allegation regarding your conduct \*include appropriate wording*] and to determine whether it is appropriate:

- to drop the matter with no further action being taken
- to take no action against you but to change management practices or procedures

- and / or to provide management support / further management support for you
- to deal with the matter in consultation with you (which could involve issuing a recorded verbal warning to you)

You are advised that if, as an outcome of this meeting, you are issued with verbal notice that you are to improve your conduct, failure to make the required improvement in your conduct could lead to formal disciplinary action being taken against you.

You are entitled, if you wish, to be accompanied by a fellow worker or your trade union representative for support. If you choose to be supported can you please let me know the name and status of your representative either by contacting me by telephone or e-mail or by letter (contact details as above). I enclose an additional copy of this letter to provide to your representative should you wish.

Please can you confirm that you and your representative are able to attend on the date which has been arranged. If you and/or your representative are unable to attend on the date which has been arranged one other alternative date will be provided not more than five working days after the hearing date stated in this letter.

The outcome of the meeting will be communicated to you in writing within five working days of the meeting.

***Include if not already shared*** A copy of the Disciplinary Policy is attached for your reference.

If you have any queries regarding the arrangements for this meeting please do not hesitate to contact me.

Yours sincerely

[First name] [Last name] [Job title]  
[Job title]

Enclosures:

- Copy of letter for representative
- Copy of Disciplinary Policy ***[only if not already shared]***

## Disciplinary Procedure - Guidance

### Model Letter C - Confirmation of Verbal Request to Improve Conduct (Verbal Warning)

#### Using this document

*The document should be used when confirming a verbal request for the need to improve conduct given at a management meeting. A management meeting will normally follow where there has been no improvement in an employee's conduct following previous informal management action.*

*The aim of giving such improvement notices is to try to help and encourage improvement amongst employees whose conduct is unsatisfactory.*

#### Notes

1. Letter to be issued within 5 working days of date of management meeting
2. Copy to be retained in employee's personnel file for a period of no longer than 6 months

[Title and full name of employee who attended the management meeting]

[Address 1]

[Address 2]

[Address 3]

[Postcode]

[Day] [Month] [Year]

Dear [Title and surname of employee]

You attended a management meeting on [*insert date*] to discuss management concerns regarding your conduct and to identify the reasons for the shortfall. As agreed I am writing to confirm outcome of our meeting at which you were accompanied by (***enter name and status i.e. Trade Union representative/work colleague***).

The nature of the unacceptable conduct we discussed was (***insert details of employee's conduct giving concerns***).

You were given the opportunity to state your reason(s) for the shortfall in your conduct and to provide any mitigating reasons which you consider should be taken into account. (***Insert brief summary of reasons/mitigating circumstances given by the employee***).

Having carefully considered our discussion and the evidence available to me, I am satisfied that I am justified in my view that your conduct continues to be unsatisfactory.

This is despite ***(insert details of any previous informal management action taken to assist the employee in achieving the required level of conduct)***.

On this basis I informed you of my decision to issue you with a verbal caution of the need to improve the following aspects of your conduct:-

***(enter details of conduct issues and improvements required)***

We discussed and agreed that a reasonable time period within which you are required to make these improvements is ***(insert timescale)***. If for any reason you consider that you will not be able to achieve what is required of you please ensure that I am informed at the earliest opportunity. In the meantime I will of course continue to monitor your conduct during this review period.

We also discussed what further assistance the School can provide to help you in reaching the required standards of conduct ***(provide details of support to be provided or confirm reasons why no support being provided and the reasons why)***.

Arrangements will be made for us to meet again to review your progress towards the end of your review period. Whilst I hope this review will be positive you need to be aware that should you make no or insufficient improvement this may lead to further formal disciplinary action being taken under the School's Disciplinary Procedure and ultimately to dismissal.

A copy of this letter confirming my verbal request for an improvement in your conduct will be placed on your personnel file for a period of 6 months from the date of this letter. Providing your performance has improved to a satisfactory level within this period the letter will be removed from your supervisory records and destroyed at the end of the 6 month period.

If you have any queries regarding the content of this letter please do not hesitate to contact me.

Yours sincerely

[First name] [Last name] (Job Title)

## Disciplinary Procedure - Guidance

**Model** Letter D – Confirmation of Disciplinary Investigation to Employee Alleged to have committed an Act(s) of Misconduct

*This model letter should be used to notify an employee that their conduct is to be investigated under the provisions of the School's Disciplinary Procedure.*

### Using this document

- Letter to be issued by the Headteacher
- Second copy of letter to be enclosed for employee's representative

[Title and full name of employee required to attend management meeting]

[Address 1]

[Address 2]

[Address 3]

[Day] [Month] [Year]

Dear [Title and surname of employee]

Thank you for attending our meeting on .....I am writing to inform you that I have decided that allegations/concerns relating to your conduct be formally investigated under the provisions of the School's Disciplinary Procedure. The reason for my decision is that (***insert relevant reason from following list***)

- *It is alleged that there has been no satisfactory improvement in your conduct and/or a further breach in discipline is alleged following a verbal improvement notice being issued to you on (***insert date***)*
- *It is alleged that there has been no satisfactory improvement in your conduct and/or a further breach in discipline is alleged following a first written warning being issued to you on (***insert date***)*
- *The alleged breach of conduct is serious in nature*
- *There have been a number of alleged minor breaches in discipline which taken together constitute a serious breach in discipline.*

The alleged misconduct to be investigated is (***insert details***). [The investigation will be conducted by (***insert name /designation***) **OR** You will be informed shortly who will be conducting the investigation].

The likely timescale for the investigation is (***specify***) however there may be a need to extend this to ensure that a thorough investigation of relevant information is carried out. You will be regularly updated on the progress being made in this respect.

You will be contacted shortly by (***name of Investigating Officer***) and informed of the arrangements to meet with you to provide you with the opportunity to respond to the allegations of misconduct and to provide any information which you consider to be relevant to the disciplinary investigation. In accordance with the provisions of the Disciplinary Procedure you have the right to be accompanied by your trade union representative or a fellow worker for support at any meeting you are required to attend as part of the disciplinary investigation process.

Once the investigation process has been concluded I will receive a report from the Investigating Officer presenting his/her (***delete as applicable***) findings and that will enable me to form a view as to whether or not there is a case to answer. I will write to you to confirm my decision on this matter as soon as I am able to. Please note that at this stage in the process no view has been taken as to whether you have committed any act(s) of misconduct.

I understand that this will be an unsettling time for you and you may wish to contact your trade union for support where you are a member (I enclose an additional copy of this letter for this purpose). [You are also welcome to make use of the Employee Assistance Provider and I attach a leaflet providing you with further information on this facility. *include only if available*]

A copy of this letter is attached for your representative. [***Include if not already shared*** A copy of the Disciplinary Policy is also enclosed.]

If you have any queries regarding this letter please do not hesitate to contact me.

Yours sincerely

[First name] [Last name] [Job title]  
[Job title]

Enclosures:

- Copy of letter for representative
- Copy of Disciplinary Policy [*include only if not already shared*]

## Disciplinary Procedure - Guidance

### Model Letter E - Informing the Employee of Suspension Pending Investigation

*This model letter should be used to notify an employee that they are to be suspended from work pending a disciplinary investigation into their conduct.*

#### Notes

- **Attach copy of Disciplinary Procedure**
- **Attach copy of the school's requirements regarding Sickness Absence Reporting**
- **Second copy of letter to be enclosed for employee's representative**

[Title and full name of employee to be suspended]  
[Address 1]  
[Address 2]  
[Address 3]

[Day] [Month] [Year]

Dear [Title and surname of employee]

#### Suspension from Duty

I am writing to confirm that, [in accordance with the school's Disciplinary Policy (copy attached)], you have been suspended from work on full pay pending investigation into the following allegations:-

- 

This suspension is [to allow a proper investigation to be made in accordance with the (*enter name of school*) Disciplinary Procedure (copy attached) / to preserve evidence / to protect witnesses and the integrity of the investigation / in recognition of the seriousness of the alleged misconduct / to ensure we are fulfilling our responsibilities as an employer to other parties (for e.g. where a child or children is/are at risk) / to protect the interests of the school (e.g. school property)].

The suspension is not a disciplinary sanction and does not mean that a view has been taken as to whether you have committed an act of misconduct. You will be provided at the appropriate time within the investigation process, the detail of the information upon which this/these allegation(s) is/are based and the full opportunity to respond.

You have been assigned a Contact Officer who will act as your first point of contact should you need to contact your employer for any reason during the period of suspension. The name and contact details for this officer is (*enter details*). Your

contact officer will keep in regular contact with you whilst you are suspended and will ensure that you are kept updated on the progress of the disciplinary investigation and any work-related issues.

During the period of your suspension the following conditions apply:-

1. suspension is not a disciplinary sanction and does not mean that the school has yet formed a view as to whether you have committed an act of misconduct or formed a view as to what, if any, disciplinary sanction is appropriate;
2. during the period of suspension you will continue to receive your normal pay and conditions, during periods of authorised absence;
3. you must not, during this period of suspension, enter your place of work or contact any client or any member of staff of the department other than any Trades Union representative or a fellow worker representing you. A serious view will be taken of any failure to comply with this condition and if it presents you with any difficulty you should inform your suspension contact officer (contact details as above). ;
4. during the period of suspension you are required to comply with the school's requirements for Sickness Absence Reporting. If you are unclear as to how you should report any sickness absence during your period of suspension please contact me. In these circumstances the Statutory Sick Pay and Occupational Sick Pay Scheme will operate as normal; and
5. [if you intend to book annual leave during the period of your suspension you are required to inform your suspension contact officer who will seek the required approval from your line manager. Any annual leave taken during the period of your suspension will be deducted from your annual leave entitlement. *[include only if relevant]*

I appreciate that this will be an unsettling time for you and you may wish to contact your trade union where you are a member for support. I enclose an additional copy of this letter to provide to your representative should you wish. *[In addition you may wish to access your school's Employee Assistance Provider *include only if available*]*

*[You will be informed shortly who will be conducting the investigation / [Name] will be conducting the investigation.]* You will be contacted again shortly to confirm the arrangements for you to be interviewed as part of the investigation process. In the meantime if you have any queries regarding the content of this letter please do not hesitate to contact me.

Yours sincerely

[First name] [Last name]  
[Job title]

## Disciplinary Procedure - Guidance

### Model Letter F - Model Letter - Invitation to an Investigation Meeting

#### Using this document

*This model letter should be used to notify an employee that they are to attend an investigation meeting.*

- **Letter to be sent to employee at least 5 working days prior to the date of the Investigation Meeting**
- Letter to be Issued by the Investigating Officer
- Second copy of letter to be enclosed for employee's representative

*[Note: this letter assumes that the Investigating Officer is not the Headteacher / the person who makes the decision with regard to progressing to a Disciplinary Hearing]*

[Title and full name of employee required to attend investigation meeting]

[Address 1]

[Address 2]

[Address 3]

[Day] [Month] [Year]

Dear [Title and surname of employee]

In their letter of [date], the Headteacher informed you that they had decided that allegations/concerns relating to your conduct be investigated under the provisions of the School's Disciplinary Procedure and that would be contacted shortly by myself as the Investigating Officer and informed of the arrangements to meet with you as part of the investigation.

Accordingly I am writing to tell you that you are required to attend an investigative meeting with myself, as Investigating Officer on [insert date – give at least five working days' notice] at [insert time], which is to be held [in/at] [insert location]. If for any reason the venue is not suitable, please let me know.

The alleged misconduct to be investigated is (insert details).

The meeting is to provide you with the opportunity to respond to the allegations of misconduct and to provide any information which you consider to be relevant to the disciplinary investigation. In accordance with the provisions of the Disciplinary Procedure you have the right to be accompanied by your trade union representative or a work colleague for support at the meeting.

This meeting is not a disciplinary hearing; rather it is part of an investigation into your

conduct under the School's Disciplinary Policy.

Please contact me **[name / contact details]**, to confirm that the date and time are convenient. Could you please also confirm with me who will be accompanying you.

Once the investigation process has been concluded I will present my findings as Investigating Officer in order to enable the Headteacher to form a view as to whether or not there is a case to answer.

The Headteacher will then write to you to confirm her decision on this matter as soon as possible. Please note that at this stage in the process no view has been taken as to whether you have committed any act(s) of misconduct.

I understand that this will be an unsettling time for you and you may wish to contact your trade union for support where you are a member (I enclose an additional copy of this letter for this purpose).

**[You are also welcome to make use of your school's Employee Assistance Provider. *include only if available*]**

If you have any queries regarding this letter please do not hesitate to contact me.

Yours sincerely

[First name] [Last name] [Job title]  
[Job title]

## Disciplinary Procedure - Guidance

### Model Letter G - Invitation to a Disciplinary Hearing

#### Using this document

*This model letter should be used to notify an employee that they are to attend a disciplinary hearing. This letter is based on the sample letter given in Appendix 3 of the ACAS advisory handbook 'Discipline and Grievances at Work'.*

- **Letter to be sent to employee at least 10 working days prior to the date of the Disciplinary hearing.**
- **Second copy to be enclosed for employee's representative**

[Title and full name of employee required to attend disciplinary hearing]

[Address 1]

[Address 2]

[Address 3]

[Day] [Month] [Year]

Dear [Title and surname of employee]

I am writing to inform you that you are required to attend a disciplinary hearing on [*insert date*] at [*insert time*], which is to be held [*in/at*] [*insert location*].

At this hearing the question of disciplinary action against you, in accordance with (*enter name of school*) Disciplinary Procedure, will be considered with regard to [*insert details of disciplinary matter(s)*].

The Disciplinary Panel will be chaired by (*enter name*) who will be accompanied by (*enter names of other panel members*). The management presenting officer who will present the management case will be (*enter name*). The following management witnesses will be called to give evidence in support of the management case:- (*enter names of witnesses*).

You are entitled, if you wish, to be accompanied by a fellow worker or your trade union representative. If you choose to be represented can you please let me know the name and status of your representative either by contacting me by telephone or e-mail or by letter (contact details as above).

I am enclosing a copy of the protocol for the hearing and another copy of this letter for your representative.

Arrangements will be made for you to receive a copy of the written management submission and any supporting documentation not later than ten working days before the date of your hearing. Similarly can you please ensure that you provide a copy of any written documentation, including witness statements where appropriate, you wish the

panel to consider at your hearing within five working days of the date of the hearing and I will arrange for this to be distributed to the panel and the management presenting officer in advance of the hearing.

**(In cases where potential gross misconduct insert:-** *Please note that the allegations against you if found to be proven by the Disciplinary Panel constitute gross misconduct and may lead to your summary dismissal.*

**(In cases where employee already subject to a current final written warning insert:-** *Please note that on the basis of you being subject to a current final written warning for misconduct, a possible outcome of this hearing should the further allegations of misconduct be found to be proven, is dismissal)*

**(In cases where allegation has been determined to be safeguarding related following advice from the DOFA, insert:** *-As the allegations under consideration are deemed to be safeguarding related, it is important that you are aware that the hearing could result in the recording of a substantiated safeguarding allegation on your personnel file until your normal pension age or for a period of 10 years from the date of the allegation if that is longer.)*

I would ask you, using one of the contact methods above, to confirm whether you will or will not be attending the disciplinary hearing by *[insert date]*. If you and/or your representative are unable to attend on the date which has been arranged one other alternative date will be provided not more than five working days after the hearing date stated in this letter. If you will not be attending, you may still submit your written submission for the panel to consider. I must inform you that if you do not attend and do not provide me with a valid reason for your non-attendance, the hearing will go ahead in your absence.

If you have any special requirements which you would wish me to consider prior to the hearing date or any general queries relating to the content of this letter please do not hesitate to contact me.

Yours sincerely

[First name] [Last name] [Job title]  
[Job title]

## Disciplinary Procedure - Guidance

### Model Letter H – Confirmation of First Written Warning

*If the offence is more serious than an offence that merits a verbal warning, the employee should be given a first formal written warning.*

*A first formal written warning may also be appropriate if a verbal warning is still live and there has been no satisfactory improvement in the employee's conduct.*

#### Notes

- **Letter to be sent within 5 working days of the date of the Disciplinary hearing**
- **Copy to be retained on employee's personnel file for 12 months**

[Title and full name of employee who attended the disciplinary hearing]

[Address 1]

[Address 2]

[Address 3]

[Postcode]

[Day] [Month] [Year]

Dear [Title and surname of employee]

You attended a disciplinary hearing on [*insert date*] at which you (*were represented by (insert name and status of representative) /chose not to be represented*). I am writing to confirm the decision taken that you be given a written warning under (*enter schools name*) Disciplinary Procedure.

This warning will be placed in your personal file but will be disregarded for disciplinary purposes after 12 months from the date of this letter provided your conduct improves and there is no further misconduct of a similar nature of otherwise within the 12 month period.

***Include if any of the allegations were deemed to be safeguarding related*** The allegation(s) which were deemed to be safeguarding related were however found to be FALSE / UNSUBSTANTIATED / UNFOUNDED and will be recorded as such in accordance with statutory guidance (Keeping Children Safe in Education 2018).

**OR**

***Include if any of the allegations were deemed to be safeguarding related*** As the allegation(s) which were deemed to be safeguarding related were found to be substantiated, the following actions will also be taken by the school:

- The details of the substantiated allegation will be kept on your confidential personal file until you have reached formal pension age or for a period of 10 years from the date of the allegation if that is longer.

- Any future employment references requested from the school will confirm that allegations of a safeguarding nature made against you were found to be substantiated.

The nature of the unsatisfactory conduct was [*insert details of the employee's conduct as appropriate*].

The relevant matters were discussed fully at the disciplinary hearing and your explanation was taken into account.

As a result, the conduct improvement expected is [*insert details of the employee's expected improvement*].

The time scale within which the improvement required is [*enter period of time within which improvement expected*].

The likely consequence of further misconduct or insufficient improvement is a final written warning. **OR** You need to be aware that should you be responsible for further misconduct or make no or insufficient improvement this may lead to further formal disciplinary action being taken under the School's Disciplinary Procedure and ultimately to dismissal.

You have the right of appeal against this decision. If you wish to lodge an appeal please complete the attached Disciplinary Appeals Notification Form and return to (*enter name of Headteacher*) within ten working days of receiving this written warning.

If you have any queries regarding the content of this letter please do not hesitate to contact me.

Yours sincerely

[First name] [Last name]  
[Job title]

## Disciplinary Procedure - Guidance

### Model Letter I - Final Written Warning

#### Using this document

*If there has been no sustained and satisfactory improvement in an employee's conduct within the specified time following a first formal written warning, a final written warning may be appropriate. The sanction in these circumstances gives the employee a 'last chance' to improve their conduct or performance.*

*A final written warning may also be appropriate if the offence committed by the employee is serious enough to justify a first and final warning.*

*Similarly, a final written warning may also be appropriate where dismissal would be an option but where that sanction is not applied because of some fact peculiar to the individual employee.*

*This model letter is based on a letter that appears in Appendix 3 of the ACAS advisory handbook 'Discipline and Grievances at Work'.*

#### Notes

- **Letter to be sent within 5 working days of the date of the Disciplinary Hearing**
- **Copy to be retained on the employee's personnel file for 2 years**

[Title and full name of employee who attended the disciplinary hearing]

[Address 1]

[Address 2]

[Address 3]

[Postcode]

[Day] [Month] [Year]

Dear [Title and surname of employee]

You attended a disciplinary hearing on [insert date] at which you (*were represented by (insert name and status of representative) /chose not to be represented*). I am writing to confirm the decision taken that you be given a final written warning in accordance with the school's Disciplinary Procedure.

This warning will be placed in your personal file but will be disregarded for disciplinary purposes after a period of 12 months from the date of this letter provided your conduct improves and provided that you have not committed another act of misconduct whether of a similar nature or otherwise within the 12 month period. The nature of the

unsatisfactory conduct was [*insert details of the employee's conduct*].

**Include if any of the allegations were deemed to be safeguarding related** The allegation(s) which were deemed to be safeguarding related were however found to be FALSE / UNSUBSTANTIATED / UNFOUNDED and will be recorded as such in accordance with statutory guidance (Keeping Children Safe in Education 2018).

**OR**

**Include if any of the allegations were deemed to be safeguarding related** As the allegation(s) which were deemed to be safeguarding related were found to be substantiated, the following actions will also be taken by the school:

- The details of the substantiated allegation will be kept on your confidential personal file until you have reached formal pension age or for a period of 10 years from the date of the allegation if that is longer.
- Any future employment references requested from the school will confirm that allegations of a safeguarding nature made against you were found to be substantiated.

The relevant matters were discussed fully at the disciplinary hearing and your explanation was taken into account.

As a result, the conduct improvement expected is [*insert details of the employee's expected improvement*].

The time scale within which the improvement required is [*insert time period*].

The likely consequence of further misconduct whether of a similar nature or otherwise is dismissal.

You have the right of appeal against this decision. If you wish to lodge an appeal please complete the attached Disciplinary Appeals Notification Form and return to (*insert name of Headteacher*) within ten working days of receiving this written warning.

If you have any queries regarding the content of this letter please do not hesitate to contact me.

Yours sincerely

[First name] [Last name]  
[Job title]

## Disciplinary Procedure - Guidance

### Model Letter J - Confirmation of Dismissal Following Previous Warnings

*This model letter should be used to confirm to those employees who have been issued with previous warnings that they have been dismissed.*

#### Notes

- **Letter to be sent within 5 working days of the date of the Disciplinary Hearing**
- **Copy to be retained on the employee's personnel file**

[Title and full name of employee who is to be dismissed]

[Address 1]

[Address 2]

[Address 3]

[Postcode]

[Day] [Month] [Year]

Dear [Title and surname of employee]

On [*insert date*] you were informed in writing that you would be given a final written warning in accordance with the School's Disciplinary Procedure. In that letter you were warned that if your conduct did not improve, or you committed another act of misconduct whether of a similar nature or otherwise, you were likely to be dismissed.

At the disciplinary hearing held on [*insert date*] it was decided that your conduct was still unsatisfactory and that you would be dismissed. The reasons for your dismissal are [*insert details of reasons for the dismissal*].

I am therefore writing to you to confirm the decision that you will be dismissed in accordance with the School's Disciplinary Procedure and that your last day of service with the School will be [*insert date as appropriate*]. You are entitled to (*enter number of weeks notice*) weeks notice of the termination of your employment. You will not be required to work this notice period; rather you will receive payment in lieu of notice in your final salary payment. In addition you will receive payment for any annual leave you have accrued but have not taken prior to the effective date of the termination of your employment.

***Include if any of the allegations deemed to be safeguarding related*** As the allegation(s), which were deemed to be safeguarding related were found to be substantiated, the following actions will also be taken by the school:

- The details of the substantiated safeguarding allegation will be kept on your confidential personal file until you have reached formal pension age or for a period of 10 years from the date of the allegation if that is longer.
- Any future employment references requested from the school will confirm that allegations of a safeguarding nature made against you were found to be substantiated.
- A referral will be made for you to the Disclosure and Barring Service.

***Include if teacher and misconduct deemed to be sufficiently serious*** The school will also be making a referral for you to the Teachers Regulation Agency for Serious Professional Misconduct.

If you are a member of the Local Government Pension Scheme, Bath and North East Somerset Council who administer the scheme on behalf of North Somerset Council will write to you directly regarding your pension arrangements and the options available to you.

You have the right of appeal against this decision. If you wish to lodge an appeal please complete the attached Appeal Notification Form which should be returned to (*enter name of Headteacher*) within ten working days of receiving this notice of dismissal.

I should be grateful if you would return your staff identity badge in the envelope provided. Your line manager will be in contact with you shortly to arrange for the collection of any personal belongings and the return of any School equipment of which you may be in possession.

If you have any queries regarding the content of this letter please do not hesitate to contact me.

Yours sincerely

[First name] [Last name]  
[Job title]

## Disciplinary Procedure - Guidance

### Model Letter K - Confirmation of Dismissal Without Previous Warnings

*This model letter should be used to confirm to those employees who have **not** been issued with previous warnings that they have been dismissed.*

#### Notes

- Letter to be sent within 5 working days of date of Disciplinary Hearing
- Copy of letter to be retained on employee's personnel file

[Title and full name of employee who is to be dismissed]

[Address 1]

[Address 2]

[Address 3]

[Postcode]

[Day] [Month] [Year]

Dear [Title and surname of employee]

I am writing to confirm the decision taken at the disciplinary hearing held on [*insert date*] that you would be summarily dismissed without notice or payment in lieu of notice, in accordance with the School's Disciplinary Procedure. Your last day of service was [*insert date as appropriate*].

The reasons for your summary dismissal are [*insert details of reasons for the dismissal*].

**Include if any of the allegations deemed to be safeguarding related** As the allegation(s), which were deemed to be safeguarding related were found to be substantiated, the following actions will also be taken by the school:

- The details of the substantiated safeguarding allegation will be kept on your confidential personal file until you have reached formal pension age or for a period of 10 years from the date of the allegation if that is longer.
- Any future employment references requested from the school will confirm that allegations of a safeguarding nature made against you were found to be substantiated.
- A referral will be made for you to the Disclosure and Barring Service.

**Include if teacher** The school will also be making a referral for you to the Teachers Regulation Agency for Serious Professional Misconduct.

If you are a member of the Local Government Pension Scheme, Bath and North East Somerset Council who administer the scheme on behalf of North Somerset Council will write to you directly regarding your pension arrangements and the options available to you.

You have the right of appeal against this decision. If you wish to lodge an appeal please complete the attached Appeal Notification Form which should be returned to (enter name of Headteacher) within ten working days of receiving this confirmation of your summary dismissal.

I should be grateful if you would return your staff identity badge in the envelope provided. Your line manager will be in contact with you shortly to arrange for the collection of any personal belongings and the return of any School equipment of which you may be in possession.

If you have any queries regarding the content of this letter please do not hesitate to contact me.

Yours sincerely

[First name] [Last name]  
[Job title]

## Disciplinary Procedure - Guidance

### Model letter L - Notice of an Appeal Hearing

#### Using this document

*This model letter should be used to notify an employee that they are to attend an appeal hearing.*

*This letter is based on the sample letter given in Appendix 3 of the ACAS advisory handbook 'Discipline and Grievances at Work'.*

#### Notes

- **10 working days notice of appeal hearing to be provided**

[Title and full name of employee required to attend the appeal hearing]

[Address 1]

[Address 2]

[Address 3]

[Day] [Month] [Year]

Dear [Title and surname of employee]

You have appealed against the [*written warning/final written warning/ notice of dismissal/ summary dismissal/ other action short of dismissal (specify)*] confirmed to you in writing on [*insert date*]. Your appeal will be heard by [*insert name(s) of person/people and their job title(s) as appropriate*] [*in/at*] [*insert location*] on [*insert date*] at [*insert time*].

The grounds for your appeal are as follows:- (*insert grounds for appeal as specified by appellant*).

The decision of this appeal hearing is final and there is no further right of internal review.

You have the right to appear alone or to be accompanied by your trade union representative or a fellow worker.

Arrangements will be made for you to receive a copy of the written management submission which will be presented to the Governor Appeals Panel not less than 5 working days in advance of the date of the appeals hearing. Please ensure that any documentation you wish the appeals panel to consider is submitted to me at least 5 working days in advance of the date of the hearing. I will then arrange for this to be circulated to the appeals panel and to the management presenting officer. Can you also ensure that you provide confirmation of the names of any witnesses you intend calling within the same timescale.

If you have any queries regarding these arrangements please do not hesitate to contact me.

Yours sincerely

[First name] [Last name]  
[Job title]

## Disciplinary Procedure - Guidance

### Model Letter M - Confirmation of the Result of a Disciplinary Appeal Hearing

*This model letter should be used to confirm to an employee the result of their appeal hearing.*

#### Notes

- **To be sent within 5 working days of date of appeals hearing by the Chair of the Appeals Panel**
- **Copy to be retained on employee's personnel file**

[Title and full name of employee who attended the appeal hearing]

[Address 1]

[Address 2]

[Address 3]

[Day] [Month] [Year]

Dear [Title and surname of employee]

On (*insert date of appeal hearing*), you appealed against the decision of the disciplinary hearing held on (*insert date of initial disciplinary hearing*) that you be given a [*written/final written warning/be dismissed/ be summarily dismissed*] in accordance with (*enter name of school*) Disciplinary Procedure.

I am writing to confirm that the decision taken by the Governor Appeals Panel who conducted the appeal hearing, was that the decision to [*insert details of original disciplinary decision e.g. issue you with a first written warning*] [*stands/is revoked*]. As a result, [*specify if no change to disciplinary sanction or, where appropriate what the new disciplinary sanction will be*].

This warning will be placed in your personal file but will be disregarded for disciplinary purposes after a period of [*12 months / 2 years – select depending on whether first written warning or final written warning*] from the date of this letter provided your conduct improves and provided that you have not committed another act of misconduct whether of a similar nature or otherwise within the [*6 months / 12 months / 2 years – select depending on whether first written warning or final written warning*].

You have now exercised your right of appeal under (*enter name of school*) Disciplinary Procedure and the decision of the Governor Appeal Panel is final.

Yours sincerely

[First name] [Last name]

[Job title]

## Disciplinary Procedure - Guidance

### Model Appeal Notification Form

**Note: any appeal must be submitted by you as the employee in writing to the Headteacher within 10 working days of the date of the letter confirming the decision of the Headteacher at the Management Meeting / Disciplinary Panel. The appeal must include specific details of the reasons why you, the employee, consider that the disciplinary sanction should be reviewed.**

I wish to appeal against outcome of the management meeting / disciplinary hearing held on *(insert date of disciplinary hearing)*: \_\_\_\_\_  
that I be *(insert sanction)*: [e.g. *be given a written/final written warning/be dismissed/ be summarily dismissed*] \_\_\_\_\_

in accordance with *(enter name of school)*: \_\_\_\_\_  
Disciplinary Procedure.

I wish the disciplinary decision, that I be [*insert details of original disciplinary decision e.g. be given a written/final written warning/be dismissed/ be summarily dismissed*]: \_\_\_\_\_

to be reviewed.

I wish to do so for the following reason(s):

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*(please continue on separate sheet if necessary)*

I understand that I am exercising my right of appeal under *(enter name of school)*: \_\_\_\_\_  
Disciplinary Procedure and that the decision of the Governor Appeal Panel is final.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

School: \_\_\_\_\_