



Grievance Policy Appendix 1

Dyddiad Cymeradwyo a Dyddiad Adolygu
Date Approved and Review Date

*Gweler Cynllun Adolygu Polisiau
See Policy Review Timetable*

Statement of Formal Grievance

This form is intended for use by any employee of the school who would like to raise a formal grievance about his/her manager or a third party, the behaviour of a colleague or any other workplace issue.

Employees should bear in mind before using this form that it is only in very exceptional circumstances that formal grievances will be accepted without actions being taken to resolve the matter informally in the first instance.

Where the employee requests that the grievance be dealt with informally, the Headteacher will discuss the matter with the employee with a view to resolving the matter without recourse to the formal Grievance Policy.

Where the employee requests that the grievance be dealt with formally, this form should be completed and the Formal Grievance procedure will be invoked.

In all circumstances, this form should be completed and delivered to an appropriate member of staff (Headteacher/Designated Manager or Chair of Governors) in an envelope marked "Confidential" or sent as an email attachment with "Confidential" in the subject line.

Employee's Name:	
Employee's Job Title:	
Employee's School:	
Date	
What/Who does the Grievance Relate to?	

Summary of Grievance:

Please set out the details of your grievance (providing as much detail as possible, particularly dates, times, locations and the identities of those involved). You may attach additional sheets if required.

Statement of Formal Grievance

Individuals Involved in the Alleged Incident/Grievance

Please provide the names and contact details of any people involved in your grievance, including witnesses.

Informal Action Previously Taken

Please provide details of action taken to resolve the matter informally and the reason for dissatisfaction with the informal solution (if appropriate)

Outcome Requested

Please set out what you are seeking as an outcome to your grievance and why and how you believe this will resolve the issue.

Declaration - I confirm that the above statements are true to the best of my knowledge, information and belief. I understand that making any false, malicious or untrue statements may be considered as gross misconduct by the school and where it is considered that a grievance may be malicious, the matter will be investigated under the Disciplinary Policy.

Form Completed By:	
Signature:	
For Completion by the School	
Date Form Received	
Date Acknowledged	
Name of Recipient and Job Role:	
Signature	