



Grievance Policy

Approved Summer 2016

All school policies are reviewed by Governors annually

1 Dealing with grievances informally

If an employee has a grievance or complaint to do with their work or the people they work with they must, wherever possible, start by talking it over with their line manager. The employee and line manager may be able to agree a solution informally.

2 Formal grievance

If the employee wishes to raise the matter formally they must set out the grievance in writing to their line manager also indicating what action they have taken informally to resolve the issue and how they believe the grievance can be resolved. They should stick to the facts and avoid language that is insulting or abusive. The Headteacher's Line Manager is the Chair of Governors.

Where the employee's grievance is against the employee's line manager and they feel unable to approach him or her they should raise the grievance with their line manager's line manager.

3 Grievance hearing

The employee's manager will call the employee to a grievance resolution meeting without unreasonable delay to discuss their grievance. The employee has the right to be accompanied by a colleague or trade union representative at this meeting if they make a reasonable request. Witnesses can only be called with prior agreement.

After the meeting the manager will give the employee a decision, in writing, without unreasonable delay.

4 Appeal

If the employee is unhappy with the grievance resolution decision and they wish to appeal they should write to the Headteacher. The Headteacher must be in receipt of the appeal request within 5 school days from the date of the decision letter.

The employee will be invited to an appeal meeting without unreasonable delay and the appeal will be heard by the Headteacher or someone acting with his delegated authority. The employee has the right to be accompanied by a colleague or trade union representative at this meeting if they make a reasonable request. Witnesses can only be called with prior agreement.

The appeal will be a review of the reasonableness of the decision made following the grievance resolution meeting and is not a rehearing of the case.

After the meeting the Headteacher or Chair of Governors will give the employee a decision, in writing, without unreasonable delay. The decision of the Headteacher or Chair of Governors is final.

5 Exclusions

Your grievance will be excluded from this policy if the school considers the matter can be dealt with more appropriately through other procedures and also in the following specific circumstances:

- Your grievance concerns your grade, pay, tax, national insurance or pension.
- It concerns the substance of national or local conditions of service or express term of the contract of employment.
- It is the same, or broadly similar, grievance that has already been heard under this procedure.
- You do not comply with the time limit specified in the policy, unless the manager has agreed to this.
- It concerns a matter that is subject to action or investigation under the School's disciplinary procedures.
- It is already subject of a dispute between the School and trade union (s).
- The subject of the grievance or action you are seeking is outside the control of the School.
- The grievance is considered to be vexatious or malicious. The Headteacher may exclude your grievance from this policy if it is considered not to have been raised in good faith.