Date ratified at
Directors Full Board
5th October 2026

Review
Audit & Risk/Resources
Committee
October 2027

THE MAT MISSION STATEMENT

EMPLOYEE GRIEVANCE RESOLUTION POLICY AND PROCEDURE

THE TRUST MISSION STATEMENT

Inspired by the life of Christ we provide an exceptional education in our Catholic schools which enables our children:

- to fully embrace all possibilities
- to flourish
- to develop their faith

and therefore to choose a path that enables them to be a positive influence upon our world.
'Prepare the Way' *The Gospel of St Mark 1:3*

St John the Baptist Catholic MAT
Company No: 7913261
Registered Office: Surrey Street, Norwich NR1 3PB

This policy is based upon the model CES policy, which has been consulted upon with Unions at a National and Diocesan level. We recognise that full consultation with Unions has taken place but that not all Unions can agree with all aspects of the policy - for example, it may not comply with all points in the relevant NEU and NASUWT checklists. In implementing the policy we shall seek to keep its operation under review and to discuss at relevant Joint Consultative Committee meetings.

IN TRAN
communication for all

If you need this document in large print, audio, Braille, alternative format or in a different language please contact the Company Secretary on 01603 611431 and we will do our best to help.

ST JOHN THE BAPTIST CATHOLIC MULTI ACADEMY TRUST

EMPLOYEE GRIEVANCE RESOLUTION POLICY AND PROCEDURE

Commitment to equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Grievance Resolution Policy and Procedure has been approved and adopted by the Academy Trust Company on 5th October 2026 and will be reviewed in October 2027.

DEFINITIONS

In this Employee Grievance Resolution Policy and Procedure, unless the context otherwise requires, the following expressions shall have the following meanings:

i. 'Academy' means the academy named at the beginning of this Grievance Policy and Procedure and includes all sites upon which the academy undertaking is, from time to time, being carried out.

ii. 'Academy Trust Company' means the company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Academy.

iii. 'Board' means the board of Directors of the Academy Trust Company.

iv. 'Chair' means the Chair of the Board or the Chair of the Local Governing Body of the Academy appointed from time to time, as appropriate.

v. 'Clerk' means the Clerk to the Board or the Clerk to the Local Governing Body of the Academy appointed from time to time, as appropriate.

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vi. 'Companion' means a willing work colleague not involved in the substance of the employee's performance issues under review by this Grievance Policy and Procedure, or an accredited trade union representative or other professional association of which the employee is a member, who should be available for the periods of time necessary to meet the timescales under this Grievance Policy and Procedure.

vii. 'Diocesan Schools Commission' means the education service provided by the diocese, which may also be known, or referred to, as the Diocesan Education Service.

viii. 'Directors' means directors appointed to the Board of the Academy Trust Company.

ix. 'Governing Board' means the body carrying out the employment functions of the Academy Trust Company and such term may include the Board and a Local Governing Body of the Academy.

x. 'Governors' means the governors appointed and elected to the Local Governing Body of the Academy, from time to time.

xi. 'Local Governing Body' means the group of governors appointed and elected to carry out specified functions in relation to the Academy as delegated by the Academy Trust Company.

xii. 'Principal/Headteacher' means the teacher employed within each academy or across several academies in the role of CEO, Principal, Executive Headteacher, Headteacher or Head of School, as appropriate.

xiii. 'Resolution Manager' or 'Manager' means a Stage 1 Resolution Manager and/or a Stage 2 Resolution Manager, as the context so requires, appointed in accordance with Paragraph 3 to conduct the formal procedure set out at Paragraph 5.

xiv. 'Vice-Chair' means the Vice-Chair of the Board or the Vice-Chair of the Local Governing Body of the Academy elected from time to time, as appropriate.

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xv. 'Working Day' means any day on which you would ordinarily work if you were a full-time employee. In other words, 'Working day' will apply differently to teaching and non-teaching staff. However, part-time and full-time staff will not be treated differently for the purposes of implementing this Grievance Resolution Policy and Procedure.

1. SCOPE OF PROCEDURE

1.1 **The Academy and the Academy Trust Company is committed to ensuring respect, objectivity, belief in the dignity of the individual, consistency of treatment and fairness in the operation of this policy. This commitment extends to promoting equality of opportunity and eliminating unlawful discrimination throughout the school community. This Grievance Policy and Procedure offers opportunities to ensure justice for teachers, support staff and pupils alike and has the potential for the expression of Christian qualities such as honesty, self-knowledge, respect for others and their gifts, recognition of the needs and achievements of others, challenge of self and others, personal growth and openness.**

1.2 This Grievance Resolution Policy and Procedure is available to you insofar as any grievance relates to your work within the Academy and you are an employee at the Academy (hereinafter referred to as an "employee" or "you").

1.3 This procedure **can** be used to:

(a) bring about a resolution to your work-related grievance unless the situation is listed at 1.4 below as falling into a separate procedure;

(b) to raise a grievance in relation to (but not limited to) terms and conditions of employment, health and safety, work relations, bullying and harassment, new working practices, working environment, organisational change and discrimination.

1.4 This procedure **cannot** be used to:

(a) complain about the use of any other procedure or process (e.g. disciplinary, capability, restructuring etc) in relation to you whilst that procedure is being followed unless your complaint relates to the fair implementation of such procedure or process;

(b) appeal against any formal or informal disciplinary sanction;

(c) appeal against any decision to terminate your employment whether on grounds of ill-health, incapacity, redundancy, misconduct, poor performance or other grounds;

(d) appeal against selection for redundancy;

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(e) complain about, or appeal against, any decision relating to pay or grading. Such matters are covered by the Academy's Pay Policy;

(f) complain about or appeal against any decision relating to your pension. Separate Dispute Resolution Procedures have been set up by the Teachers' Pension Scheme and the local fund of the Local Government Pension Scheme;

(g) complain about any matter that forms a collective grievance where the appropriate mechanism is for representations to be made by the appropriate trade union representatives;

(h) complain about any matter which is properly the subject of a statutory consultation process unless your complaint relates to the fair implementation of such statutory consultation process;

(i) complain about matters which have been, or should have been, brought under a separate policy or procedure operated by the Academy, such as the Academy Trust Company's Complaints Policy and Procedure or Public Interest Disclosure/Whistleblowing Policy and Procedure; or

(j) complain about matters which are more than three months old where the grievance has already been dealt with or is no longer relevant or live (though this shall not prevent you referring to matters more than three months old in relation to a grievance which is otherwise live); or

(k) Raise a safeguarding concern in relation a child(ren) as any such concern should be reported immediately to the Designated Safeguarding Lead or to the Local Authority Designated Officer or appropriate authority as specified in the Academy Trust Company's Safeguarding Policy.

1.5 An employee is entitled to have access by arrangement to their personnel file and to request the deletion of time-expired records in line with the provisions of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

1.6 The Academy Trust Company delegates its authority in the manner set out in this policy.

1.7 The primary purpose of this procedure is to resolve current grievances.

1.8 The primary purpose is not to make findings of fact on historical matters (though this may be required in resolving some grievances).

1.9 The Academy Trust Company's focus will, at all times, be on the remedial steps required to resolve a grievance.

1.10 The Academy Trust Company does not speak of grievances being "against" any particular person but rather of grievances "relating" to a particular person.

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1.11 The Academy Trust Company shall seek to resolve any grievance raised by an employee during their notice period and/or garden leave period, using this policy.

1.12 There may be occasions where this procedure needs to be modified to comply with the requirements of the Academy Trust Company's Child Protection and Safeguarding Policies, for example, by allowing the Local Authority Designated Officer to offer advice to the Governing Board at appropriate stages, or where an employee has a disability which means that reasonable adjustments need to be made to this procedure. Where the Academy Trust Company's Child Protection and Safeguarding Policies are invoked this Grievance Policy and Procedure may be suspended until such time as the Board determines, in its sole discretion, that it is appropriate to resume it. All modifications will be discussed with the employee.

1.13 Subject to Paragraphs 1.4(a) and (b), there may be occasions when an employee brings a grievance pursuant to this Grievance Resolution Policy and Procedure in connection with actions taken under the Academy Trust Company's Disciplinary Policy and Procedure. This shall not lead to any automatic delay or pause in the conduct of any matters under the Academy Trust Company's Disciplinary Policy and Procedure. In such circumstances, the employee and the Headteacher, or in the case where the disciplinary matter relates to the Headteacher, the Chair, will meet to discuss whether or not the Academy Trust Company's Disciplinary Policy and Procedure should be suspended whilst the grievance is dealt with. The final decision as to whether or not to suspend the Disciplinary Policy and Procedure in such circumstances will be taken by the Headteacher or the Chair (as appropriate) and their decision shall be final.

2. INFORMAL RESOLUTION

2.1 The Academy Trust Company encourages employees to resolve grievances informally and without recourse to the formal grievance procedure wherever possible.

2.2 Before raising a formal grievance under this procedure, you should try to resolve the matter informally either through your line manager or, where possible, with the other party.

2.3 Where there is scope to reach a resolution informally, various strategies will be discussed with you and you may wish to suggest possible strategies that may assist in reaching informal resolution.

2.4 Examples of informal action might include engaging in informal discussions with you; introducing team building sessions; offering team training; mediation sessions or other appropriate options depending on the specific circumstances of the grievance. Where a grievance is raised informally, in order to reach a resolution you will need to be able to explain what outcome you are seeking.

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2.5 If an employee does not feel that there is a reasonable prospect of resolving their grievance informally and/or if attempts to do so have been unsuccessful, they may invoke the formal grievance resolution procedure.

3. RESOLUTION MANAGERS

The Resolution Manager should, where possible, be someone not personally involved in the matter which is the subject of the grievance and will be appointed in accordance with the table below depending on the subject matter of the grievance:

Your grievance relates to	***Stage 1 Resolution Manager***	***Stage 2 Resolution Manager***
Pupils, parents or staff (other than the Principal/Headteacher)	Headteacher, Trust Executive Leader	Chair of Governors, Director
The Principal/Headteacher	Chair of Governors	Resolution Panel of CEO, 1 Trust Executive Leader, plus 1 Director
A Director/Governor or Directors/Governors (other than the Chair)	Trust Executive Leader or Director	Independent Director or Appeal Panel
The Chair (or a group of Directors/Governors including the Chair)	CEO or Director	Directors Panel
The whole body of Directors/Governors	Body of Directors	Diocese/Trust appointed panel

The Trust reserves the right to secure an appropriate external person to serve on a panel where there is insufficient resource from within the Trust.

4. POWERS OF RESOLUTION MANAGERS

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4.1 As part of the resolution of a grievance raised under the formal procedure at Paragraph 5 below, the Resolution Manager will ensure that appropriate enquiries and investigations are undertaken into the allegations and matters raised by the employee in their Form GRP1 and/or Form GRP2, or arising from anything discussed at a Stage 1 Resolution Meeting or a Stage 2 Resolution Meeting. Such investigations may be undertaken by the Resolution Manager or by a suitably qualified Trust leader, Headteacher from another Trust school, HR professional or appropriately commissioned external adviser or investigator who has had no prior involvement in the matter and is free from any conflict of interest. The Resolution Manager will consider the findings of any investigation before determining the outcome of the grievance.

4.2 As part of the resolution of a grievance raised under the formal procedure at Paragraph 5 below, a Resolution Manager may, where he/she reasonably believes that such action will result in a partial or full resolution of the grievance:

(a) Request further investigation into the allegations and matters raised by the employee in their Form GRP1 and/or Form GRP2, or arising from anything discussed at a Stage 1 Resolution Meeting or a Stage 2 Resolution Meeting, where the Resolution Manager considers this necessary to assist in the fair and effective resolution of the grievance.

(b) Make a recommendation that the employee who has raised the grievance attend independent mediation with any other party who is the subject of the grievance;

(c) Recommend any other reasonable course of action.

4.3 Nothing in this Paragraph 4 shall prejudice the Academy's general right to deal with grievances with the assistance specified in Paragraph 11.

5. FORMAL GRIEVANCE

5.1 Stage 1

5.1.1 If you have not been able to resolve a problem through informal discussions in accordance with Paragraph 2, you should use Form GRP1 (Appendix 1 to this Policy and Procedure and available on the Academy's Intranet or other relevant place as notified to you by the Academy) and submit it to the Clerk. The Clerk will acknowledge receipt of your Form GRP1 within 3 Working Days of receipt by the Clerk.

5.1.2 The Clerk will formally appoint a Stage 1 Resolution Manager following the guidance in Paragraph 3 above.

5.1.3 The Stage 1 Resolution Manager will arrange to meet with you as soon as possible to discuss your grievance. This meeting is a Stage 1 Resolution Meeting and will

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normally be held within 10 working days of the Stage 1 Resolution Manager receiving your completed Form GRP1 from the Clerk. You will be informed of the date of the Stage 1 Resolution Meeting in writing. At the Stage 1 Resolution Meeting, the Stage 1 Resolution Manager will ask you to explain the nature of your grievance and will invite you to suggest how it might be resolved. The Stage 1 Resolution Manager will then discuss the matter with you with a view to understanding how your grievance might be resolved. Stage 1 Resolution Meetings may be adjourned if the Stage 1 Resolution Manager, in their sole discretion, determines that further investigations are required in order to resolve the grievance. If a Stage 1 Resolution Meeting is adjourned the reconvened meeting will be arranged once the further investigation is complete and you will be provided with at least 5 Working Days' notice in writing of the date of the reconvened meeting.

5.1.4 The Stage 1 Resolution Manager will confirm the outcome of the Stage 1 Resolution Meeting in writing to you within 5 working days of the date of the Stage 1 Resolution Meeting ("the Stage 1 Resolution Letter"). The outcome of your grievance will be set out in the Stage 1 Resolution Letter as follows:

(a) your grievance is upheld and you will be told what action will be taken; or
(b) your grievance us partially upheld and you will be told what action will be taken; or
(c) your grievance is not upheld.

5.1.5 You will be provided with a copy of the notes from the Stage 1 Resolution Meeting with the Stage 1 Resolution Letter.

5.2 Stage 2 (APPEAL)

5.2.1 In the event that you are not satisfied with the outcome of the Stage 1 Resolution Meeting as set out in the Stage 1 Resolution Letter, you can appeal by sending a completed Form GRP2 (Appendix 2 to this Policy and Procedure and available on the Academy's Intranet or other relevant place as notified to you by the Academy) to the Clerk within 5 working days of the date of the Stage 1 Resolution Letter being sent to you. The Clerk will acknowledge receipt of your Form GRP2 within 3 Working Days of receipt by the Clerk.

5.2.2 The Clerk will formally appoint a Stage 2 Resolution Manager (who will not be the Stage 1 Resolution Manager) following the guidance in Paragraph 3 above.

5.2.3 The Stage 2 Resolution Manager will arrange to meet with you as soon as possible to discuss your appeal. This meeting is a Stage 2 Resolution Meeting and it will normally be held within 10 working days of the Stage 2 Resolution Manager receiving your completed Form GRP2 from the Clerk. You will be informed of the date of the Stage 2 Resolution Meeting in writing.

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5.2.4 The Stage 2 Resolution Manager will confirm the outcome of the Stage 2 Resolution Meeting in writing to you within 5 working days of the date of the Stage 2 Resolution Meeting ("the Stage 2 Resolution Letter"). The decision of the Stage 2 Resolution Manager is final and there will be no further right of appeal. The outcome of your appeal will be set out in the Stage 2 Resolution Letter as follows:

(a) your appeal is upheld and you will be told what action will be taken; or
(b) your appeal is not upheld.

5.2.5 You will be provided with a copy of the notes from the Stage 2 Resolution Meeting with the Stage 2 Resolution Letter.

6. DIRECTORS'/GOVERNORS' APPEAL PANEL

6.1 The Directors'/Governors' Appeal Panel shall comprise two or three non-staff Directors/Governors not previously involved in the matter and shall not comprise the Chair or Vice-Chair unless there are insufficient numbers of non-staff Directors/Governors not previously involved in the matter, in which case the Chair and/or Vice-Chair may be appointed to a Directors'/Governors' Appeal Panel but only where they have not been previously involved in the matter.

6.2 In the event that there are insufficient numbers of Directors/Governors available to participate in the Directors'/Governors' Appeal Panel, the Academy Trust Company may appoint associate members solely to participate in the Directors'/Governors' Appeal Panel on the recommendation of the Diocesan Schools Commission.

7. COMPANION

7.1 If you are an employee and have presented your grievance in writing you may be accompanied at any meetings under this policy by a Companion.

7.2 You must let the relevant Resolution Manager know who your Companion will be at least one working day before the relevant Resolution Meeting.

7.3 If you have any particular reasonable need, for example, because you have a disability, you may also be accompanied by a suitable helper.

7.4 Your Companion can address the Resolution Meeting in order to:

(a) put your case;
(b) sum up your case;
(c) respond on your behalf to any view expressed at the Resolution Meeting; and
(d) Ask questions on your behalf.

7.5 Your Companion can also confer with you during the meeting.

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7.6 Your Companion has no right to:

(a) answer questions on your behalf;

(b) address the meeting if you do not wish it; or

(c) prevent you from explaining your case.

7.7 Where you have identified your Companion and they have confirmed in writing to the relevant Resolution Manager that they cannot attend the date or time set for the Resolution Meeting, the relevant Resolution Manager will postpone the Resolution Meeting for no more than five working days from the date set by the Academy, to a date or time agreed with your Companion provided that it is reasonable in all the circumstances. Should your Companion subsequently be unable to attend the rearranged Resolution Meeting, the Resolution Meeting may be held in their absence or written representations will be accepted.

8. CONFIDENTIALITY AND TRANSPARENCY

8.1 Proceedings and records of any grievance will be kept as confidential as possible but you must appreciate that circumstances can mean that grievances cannot always be dealt with on an entirely confidential basis.

8.2 A grievance you raise could result in the instigation of disciplinary action in respect of another employee and, to protect the confidentiality of that process, the Academy may not be able to inform you of the fact of the disciplinary process or of the disciplinary action which has been taken as a result of your grievance, if any.

8.3 You should not disclose the fact or content of any grievance to any employee or third party without the express consent of the Resolution Manager (except that you are allowed to approach a prospective Companion). Failure to comply with this clause may render you liable to disciplinary action under the Academy Trust's Disciplinary Policy and Procedure.

8.4 At the conclusion of your grievance, and after any related disciplinary or other processes have been completed, a report will be presented to the non-staff Directors/Governors at a full meeting of the Governing Board as a confidential item.

9. TIMING OF MEETINGS

9.1 The aim is that meetings under this Procedure will be held at mutually convenient times but depending on the circumstances may:

(a) need to be held when you were timetabled to teach (if that is appropriate to your role);

(b) exceptionally be held during planning, preparation and administration time if this does not impact on lesson preparation (if this is appropriate to your role); Where a meeting takes

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place during Planning, Preparation and Assessment (PPA) time, equivalent PPA time will be provided at the earliest reasonable opportunity;

(c) exceptionally be held after the end of the Academy day;
(d) not be held on days on which you would not ordinarily work;
(e) be extended by agreement between the parties if the time limits cannot be met for any justifiable reason.

9.2 Where an employee is persistently unable or unwilling to attend a meeting without good cause the Resolution Manager will make a decision on the evidence available.

10. VENUE FOR RESOLUTION MEETINGS

If your grievance raises sensitive issues, the relevant Resolution Manager may hold the meeting off the Academy site.

11. ASSISTANCE

11.1 Where a formal grievance relates to a matter concerning the religious character of the Academy Trust Company or Academy, your completed Form GRP1 and any other relevant information will be sent by the Academy Trust Company to the Diocesan Schools Commission who may appoint an adviser to assist the Academy Trust Company in responding to your grievance.

11.2 In all cases the Academy Trust Company may seek assistance from the Diocesan Schools Commission.

12. FALSE, VEXATIOUS OR MALICIOUS GRIEVANCES

Making a false, vexatious or malicious grievance under this procedure is a serious disciplinary offence which could result in dismissal for gross misconduct. If the Resolution Manager believes the grievance is false, malicious or vexatious a new investigation under the Academy Trust Company's Disciplinary Policy and Procedure will take place. The fact that an allegation has not been substantiated following a formal investigation should not mean that it will be automatically considered false, malicious or vexatious.

13. PUBLIC INTEREST DISCLOSURE/WHISTLEBLOWING

You should be aware that a grievance may, in certain cases, amount to a protected disclosure under the Employment Rights Act (please see the Academy Trust Company's Public Interest Disclosure Policy and Procedure for further details). You will not be allowed to raise the same matter under both policies.

14. PROTECTION FROM VICTIMISATION

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This Grievance Policy and Procedure allows staff to seek to resolve grievances without fear of reprisals, victimisation or disadvantage.

15. REVIEW OF THIS PROCEDURE

This procedure was produced in September 2013, updated in June 2016, May 2018 and October 2020 by the Catholic Education Service (CES) for use in Catholic Voluntary Academies in England following consultation with the national trade unions. It may be adapted, as appropriate, for use in joint Church academies subject to the approval of the CES on referral by the relevant Catholic diocese.

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APPENDIX 1

GRIEVANCE RESOLUTION POLICY AND PROCEDURE

FORM GRP1

NOTIFICATION OF FORMAL GRIEVANCE TO THE CLERK TO GOVERNORS

Name of School		
Submitted by	**Name:**	
	Job Title:	

1. I wish to formally complain about the behaviour, conduct or decisions of:

- ☐ Parents
- ☐ Pupils
- ☐ School Staff (other than the Headteacher)
- ☐ Headteacher
- ☐ A Governor or Governors (other than the Chair)
- ☐ The Chair of Governors (or a group of Governors including the Chair)
- ☐ The Governors as a whole
- ☐ Trust Employee (including centrally employed staff such as HR, CFO, Operations or Central Team staff)

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APPENDIX 1

GRIEVANCE RESOLUTION POLICY AND PROCEDURE

FORM GRP1

NOTIFICATION OF FORMAL GRIEVANCE TO THE CLERK TO GOVERNORS

2. The details of my complaint are *(where possible please identify dates, times and names)*:

3. **EITHER** I have attempted to resolve my grievance informally by (please detail your attempts at informal resolution) **OR** I have not attempted to resolve this matter informally because (*delete where appropriate*):

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APPENDIX 1

GRIEVANCE RESOLUTION POLICY AND PROCEDURE

FORM GRP1

NOTIFICATION OF FORMAL GRIEVANCE TO THE CLERK TO GOVERNORS

4. In considering my grievance, I ask you to consider speaking to the following:

5. In considering my grievance, I ask you to look at the following attached documents:

6. In considering my grievance, I ask you to look for the following documents:

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APPENDIX 1

GRIEVANCE RESOLUTION POLICY AND PROCEDURE

FORM GRP1

NOTIFICATION OF FORMAL GRIEVANCE TO THE CLERK TO GOVERNORS

7. The outcome I am seeking to resolve this grievance is:

8. During the period in which you investigate my grievance, I would like you to consider taking the following steps (if any):

9. My grievance does/does not* include a complaint that I am subject to discrimination, bullying or harassment (if necessary provide relevant information).

10. My grievance does/does not* include a complaint that raises a child protection issue (if necessary provide relevant information).

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APPENDIX 1

GRIEVANCE RESOLUTION POLICY AND PROCEDURE

FORM GRP1

NOTIFICATION OF FORMAL GRIEVANCE TO THE CLERK TO GOVERNORS

11. I will/will not* need special help at my Resolution Meeting (if necessary provide relevant information).

12. My companion at the Stage 1 Resolution Meeting will be:

13. My companion cannot attend a Resolution Meeting on the following dates/times:

-
-
-

I have read the Grievance Resolution Policy and Procedure and am aware that false, malicious or vexatious grievances may result in disciplinary action against me for gross misconduct. I am aware that the GRP1 may be forwarded to the Diocesan Schools Commission and to the Designated Person for Child Protection. I am aware that a report on the outcome of this grievance will be submitted to the Governors.

Signed:	
Print name:	
Date:	

OFFICE USE ONLY

Received by Clerk to Governors on:

Stage 1 Resolution Manager:

Received by Stage 1 Resolution Manager:

Resolution Meeting held:

Refer to DSC: YES/NO

Refer to Designated Person CP: YES/NO

** delete as appropriate*

Effective date: April 2012 Updated: November 2020

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APPENDIX 2

GRIEVANCE RESOLUTION POLICY AND PROCEDURE

FORM GRP2

NOTIFICATION OF APPEAL AGAINST GRIEVANCE RESOLUTION

School name		
Submitted by	**Name:**	
	Job Title:	
Stage 1 Resolution Manager:		

1. I wish to formally appeal against the Stage 1 Resolution Manager's decision.

   I attach:

   ☐ A copy of my Form GRP1

   ☐ The Stage 1 Resolution Letter

2. I disagree with the Stage 1 Resolution Letter because:

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APPENDIX 2

GRIEVANCE RESOLUTION POLICY AND PROCEDURE

FORM GRP2

NOTIFICATION OF APPEAL AGAINST GRIEVANCE RESOLUTION

3. I want the Stage 2 Resolution Manager to:

4. I will/will not* need special help at the Stage 2 Resolution Meeting (if necessary provide relevant information).

5. My companion at the Stage 2 Resolution Meeting will be:

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APPENDIX 2

GRIEVANCE RESOLUTION POLICY AND PROCEDURE

FORM GRP2

NOTIFICATION OF APPEAL AGAINST GRIEVANCE RESOLUTION

6. My companion cannot attend a Resolution Meeting on the following dates/times:
   -
   -
   -

I have read the Grievance Resolution Policy and Procedure and am aware that false, malicious or vexatious grievances may result in disciplinary action against me for gross misconduct. I am aware that the GRP1 and GRP2 may be forwarded to the Diocesan Schools Commission and to the Designated Person for Child Protection. I am aware that a report on the outcome of this grievance will be submitted to the Governors.

Signed:	
Print name:	
Date:	

OFFICE USE ONLY

Received by Clerk to Governors on:

Stage 2 Resolution Manager:

Received by Stage 2 Resolution Manager:

Resolution Meeting held:

** delete as appropriate*

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