# STRUCTURE OF A HEARING/APPEAL - APPENDIX 2

The School’s model for conducting disciplinary hearings and appeal hearings:

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| **Introduction** |  | The Headteacher/Chair introduces those present and outlines the procedure |
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| **Management Presentation** |  | The person presenting the case (normally the one who investigated the matter) states their case, and is questioned on it by the employee’s side and finally by those hearing the case |
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| **Management Witnesses** |  | The person presenting the case brings and questions any witnesses they have one by one. Each is questioned by the employee's side and finally by those hearing the case |
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| **Employee’s Presentation** |  | The employee’s side states the case[[1]](#footnote-1), and is questioned on it by the person presenting the case and finally by those hearing the case |
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| **Summaries** |  | After an adjournment (if needed) the person presenting the case, followed by the employee’s side, take turns to summarise the case without introducing new evidence |
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| **Considering the evidence** |  | The disciplinary hearing is adjourned while those hearing the case consider the evidence and reach a conclusion or decide if any further investigation is required. If it is, they will adjourn the hearing and reconvene when the investigation is completed. |
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| **Decision** |  | Once a decision is reached, the outcome of the hearing will be communicated in writing within 5 working days.[[2]](#footnote-2) |

1. Where an employee’s representative speaks on the employee’s behalf, the person presenting the case and those hearing the case still have the right to question the employee directly. [↑](#footnote-ref-1)
2. Exceptionally, the decision may be relayed in writing within five working days of the end of the hearing. [↑](#footnote-ref-2)