

# APPENDIX 4 Model Letter 2 – Extension to Suspension

[Name]

[Address]

[Date]

Dear [Name]

**Re: Disciplinary Procedure – Extension of Suspension**

I refer to my letter dated [date] confirming your requirement to stay away from work whilst a disciplinary investigation is undertaken into potential gross misconduct.

I am now writing to inform you that it has not been possible to complete the investigation into the \*complaint(s)/allegation(s) against you by the initial date of [date]***.***

In accordance with the School’s Disciplinary Procedure, it is therefore necessary to extend the period that you are required to stay away from work until [date], unless the investigation is completed earlier, in which case you will be updated accordingly.

Please note that the terms of your requirement to stay away from work remain as detailed in my letter to you, dated [date].

If you have any queries regarding this letter, please do not hesitate to get in touch with your Contact Officer.

Yours sincerely

**Headteacher/Chair of Governors**

**Name and Designation**

**Copy to:** Chair of Governors

 HR