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# APPENDIX 5 Model Letter 3 – Complaint/Allegation of Misconduct – No Suspension

[Name]

[Address]

[Date]

Dear [Name]

**Re: Disciplinary Procedure – Allegation(s) of Misconduct**

I refer to our meeting on [date] when I informed you that a formal \*complaint(s)/allegation(s) \*has/have been made against you which \*is/are serious enough to investigate under the School’s Disciplinary Policy and Procedure, a copy of which is enclosed. I have also enclosed the Disciplinary Toolkit for your information.

I can confirm that the \*complaint(s)/allegation(s) \*is/are as follows:

* ***State complaint(s)/allegation(s)***

An Investigating Officer will be appointed in order that \*this/these \*complaint(s)/allegation(s) can be investigated thoroughly. During the course of the investigation, the Investigating Officer may take up any further relevant lines of enquiry.

\*[Name, designation]has been appointed as an Investigating Officer.

## OR

\*An Investigating Officer will shortly be appointed for your case and I will inform you of the name of this officer at the earliest opportunity.

As part of this investigation, you will have the opportunity to put your account of events directly to the Investigating Officer and you will be contacted in due course to arrange a meeting. You have the right to be accompanied at any meetings by a work colleague or trade union representative.

The investigation should be completed by [date]***.*** If it is found that the facts warrant a hearing, you will receive written notification of this setting out the \*complaint(s)/allegation(s) in full. Alternatively you will receive written notification if it is necessary to extend the investigation end date or if it is deemed there is no case to answer.

The \*allegation(s)/complaint(s) made against you \*is/are not considered, at this time, to constitute gross misconduct and therefore, if substantiated, would not result in dismissal. If, as part of the investigation, concern is raised that the \*complaint(s)/allegation(s) \*is/are in fact more serious, you will be notified.

You are required to continue to undertake your duties as usual. This matter will be dealt with in a confidential and expedient manner, and I will ensure that a full and impartial investigation will take place.

Throughout the course of the disciplinary procedure, it is expected that you will maintain strict confidentiality and only discuss the case with those directly involved or your work colleague or trade union representative.

Please contact HR at [HR4schools@harrow.gov.uk](mailto:HR4schools@harrow.gov.uk) should you have queries about the procedure.

**\*If applicable/ – I am aware this is a difficult time for you and you can contact the School’s employee assistance programme on xxxx (contact details here).**

Yours sincerely

## Headteacher

**Name and Designation**

**Encl.** Copy of Disciplinary Policy and Procedure

**Copy to:** Chair of Governors

HR

Divisional Director Education Services

Named Trade Union Representative/Work Colleague

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