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# APPENDIX 6 Model Letter 4 – Investigation Interview

[Name]

[Address]

[Date]

Dear [Name]

**Re: Disciplinary Procedure – Investigation Interview**

I am writing to invite you to an investigation interview under the School’s Disciplinary Procedure on:

**Date:**

**Time:**

**Location:**

This is to enable me to investigate the allegations that; ……………… (\* details of allegations in full here)

I have been appointed as Investigating Officer for this case. As part of this investigation, you will have the opportunity to put your account of events directly to myself. 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]*(within 15 days*). If it is found that the facts warrant a hearing, you will receive written notification of this. Alternatively you will receive written notification if it is necessary to extend the investigation end dateor if it is found there is no case to answer.

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

Should you have any concerns or queries regarding this meeting, please contact me on …………or HR on [HR4schools@harrow.gov.uk](mailto:HR4schools@harrow.gov.uk)

.Yours sincerely

**Investigating Officer**

**Name and Designation**

**Copy to:** HR

Chair of Governors

Divisional Director Education Services

Named Trade Union Representative/Work Colleague