

# APPENDIX 14 Model Letter 11 – Notification of Appeal Hearing

[Name]

[Address]

[Date]

Dear [Name]

**Re: Disciplinary Procedure – Appeal Hearing**

Following receipt of your appeal form I have arranged for an appeal hearing to take place. The details are as follows:

Date:

Time:

Venue:

The following \*complaint(s)/allegation(s)will be considered:

* ***Detail complaint(s)/allegation(s) in full***

The appeal will be heard by the \*Governing Body’s Warning Appeal Panel/Governing Body’s Staff Dismissal Appeal panel who will determine whether the grounds for the appeal are substantiated and what action should be taken. [Name]will chair the appeal and the other members of the committee will be [names of those making up the committee]. In hearing the appeal, the Committee will be advised byLondon Borough of Harrow HR. The management case will be presented by [name].

The following witness(es) will be called to give evidence: *(if any)*

* ***Insert names***

The Appeal Hearing is designed to examine the grounds for your appeal. You stated the grounds for appeal are as follows:

* ***Insert grounds***

You will have the opportunity to:

* Be represented by a Trade Union representative or fellow colleague
* Hear the case against you
* Put your side of events
* Question the evidence of witnesses
* Call witnesses

You will need to prepare your appeal and arrange for:

* your representative to attend the appeal hearing if you choose to be represented
* the name(s) of your witness(es) to be notified at least 3 working days before the date of the hearing.

You are required to confirm your attendance in writing, along with details your representative no later than xxxxx(2 days before the hearing date).

Although you are required to attend the appeal hearing in person, you may prepare your written response to the \*complaint(s)/allegation(s) for consideration at the hearing which must be submitted at least 5 working days before the hearing. Any documents or written response not submitted within this timescale may not be accepted.

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.

The appeal procedure to be followed will be that contained in the School’s Disciplinary Procedure, a copy of which was sent to you previously.

Yours sincerely

**Clerk to Members’ Appeal Committee/Clerk to Governing Body**

**Name and Designation**

**Copy to:** Manager/Headteacher/Chair of Governors

 HR

 Divisional Director Education Services

 Investigating Officer

 Chair and members of the Committee

 Named Trade Union Representative/Work Colleague

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