

# APPENDIX 15 Model Letter 12 – Confirmation of Decision at Disciplinary Appeal Hearing

[Name]

[Address]

[Date]

Dear [Name]

**Re: Disciplinary Procedure – Disciplinary Appeal Hearing**

Following the disciplinary appeal hearing, which you attended on 23 April 2024, this letter confirms my decision following the appeal hearing. I have enclosed a copy of the notes of the meeting for your records.

The hearing was convened under the School’s Disciplinary Procedure.

The purpose of the appeal hearing was to hear your appeal against the decision made by the Disciplinary Hearing Panel to issue you with a final written warning following your disciplinary hearing on xxxxxxx.

You informed me that the grounds of your appeal was:

* ***Xxxxxx***
* ***Xxxxxx***
* ***Xxxxxxx***

The panel carefully considered the facts presented, including supporting documentation, copies of which are in your possession, before reaching the following conclusion(s):

\*That the complaint(s)/allegation(s) that you (insert detail) was not upheld

\*That the complaint(s)/allegation(s) that you (insert detail) was upheld

* ***State findings – be clear, brief and precise, outline any mitigating circumstances and say if and how they have been taken into account in the decision.***

 **WARNINGS (MISCONDUCT)**

\*Having taken into account all aspects of the case, the Governing Body’s Warning Appeal Panel has decided;

 \*The first written warning issued to you should remain. Any future misconduct on your part would lead to more serious disciplinary action being taken under the procedure and could put your job at risk.

 ***OR***

\*The final written warning should remain. Any future misconduct on your part would lead to further disciplinary action being taken under the procedure and would render you liable to dismissal.

***Explain what other sanctions are to be applied (if any).***

***In respect of any warning insert:***

\*This warning will be recorded on your personal record and will remain operative for a period of [state period] *(6 months for first formal warning, 12 months for a final written warning).* After this period it will be disregarded in respect of further action under the School’s Disciplinary Procedure providing no further action is necessary within this period.

***DISMISSAL (MISCONDUCT)***

\*Having taken into account all aspects of the case, the Governing Body’s Staff Dismissal Appeal panel determined that it was necessary to terminate your employment with the School on the grounds of *[state reason for dismissal].* Under the terms of the Contract of Employment you are entitled to [x] weeks’ notice and so your last day of employment is [date].

***DISMISSAL (GROSS MISCONDUCT)***

\*Having taken into account all aspects of the case, the Governing Body’s Staff Dismissal Appeal panel determined that it was necessary to terminate your employment with the School on the grounds of gross misconduct with immediate effect, your employment being terminated on [date]***.***

Yours sincerely

**Chair of Appeal Panel**

**Name and Designation**

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

 HR

 Investigating Officer

 Divisional Director Education Services

 Chair and members of the Committee

#  Named Trade Union/Professional Association Representative