# 

# APPENDIX 11 Letter 5 – Model Stage 1 Decision Letter – Formal Process

[Name]

[Address]

[Date]

Dear

**Re: Grievance Procedure - Stage 1 Decision – Formal process**

I write to confirm my decision following the Stage 1 grievance meeting, which you attended with [name], your \**trade union representative/work colleague* on [date].

The Stage 1 meeting was convened under the School’s Grievance Policy when the following \**was/were*considered:

* *Insert full details of grievance*

I carefully considered the facts presented to me, including supporting documentation, before reaching my decision*:*

* \**That your grievance was substantiated*
* *\*That your grievance was unsubstantiated*
* *State findings - be clear, brief and precise*
* *Explain what actions are to be taken (if any)*

You have the right to appeal under Stage 2 of the Grievance Policy if you are not satisfied with this outcome and consider you have grounds to appeal. If you wish to exercise this right, you should state your grounds of appeal on the Grievance Appeal Form attached (e.g. that you are appealing against the decision that your grievance was unsubstantiated and the reasons for this). Please forward your completed form to [name, designation] to be received within 10 working days of the date of this letter:

Yours sincerely

**Manager/Headteacher/Chair of Governors**

**Copy to:** Manager /Headteacher

HR