**Appendix 1**

THIS IS A TEMPLATE LETTER – PLEASE AMEND IT AS NECESSARY TO SUIT THE SITUATION

Please transfer to the school headed paper.

Address

Date

Dear

**INFORMAL CAPABILITY GUIDANCE MEETING**

I am writing to confirm my concerns, previously raised with you at 1:1 /supervision meetings, regarding aspects of your performance which need improvement.

I would, therefore, like to meet with you to conduct an informal Capability Guidance Meeting as detailed below:

Date:

Time:

Location:

The purpose of the meeting will be to discuss my concerns and the issues relating to your performance in relation to your role of [role & grade]. In particular:

**[list concerns here]**

The meeting is to identify what measures are necessary for you to achieve the satisfactory performance standards required and identify what support mechanisms are available. During the meeting we will review examples of where improvement is required and/or where you are experiencing difficulties. This may involve looking at notes of 1:1 /supervision meetings/lesson observations. We will also develop and agree a Performance Improvement Plan.

Following the meeting, a monitoring period will be set during which time I will monitor your progress.

Whilst this is not a formal meeting, you should be aware that if there is insufficient improvement during the monitoring period, a Formal Performance Meeting may be arranged in accordance with the School’s Capability Procedure which could result in a First Warning being issued to you.

I appreciate this may be a difficult time for you. You can access the School’s 24-hour Employee Assistance Programme for completely independent confidential support and advice, by telephoning [insert the company details] on [insert telephone number].

I enclose a copy of the School’s Capability Procedure for your information.

Yours sincerely

First Name and Surname

**Job Title**

Name of School