**Appendix 6**

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

Please transfer to the school headed paper.

Address

Date

Dear

**STAGE 1 FORMAL CAPABILITY MEETING – OUTCOME LETTER**

I am writing to confirm the outcome of your Stage 1 Formal Capability Meeting held on [date] in accordance with the Schools’s Capability Procedure.

I chaired the meeting and you were accompanied by [name of TU or work colleague [if relevant]]. [name of note taker] was also in attendance as a note taker.

During the meeting, I discussed my concerns regarding your performance at work.

**[insert concerns here]**

* *Identify the professional shortcomings, for example which of the standards expected of teachers are not being met.*
* *For non teaching staff identify areas of work where performance unsatisfactory*
* *Include details of the employees justification / comments*

As a result of this concern, I explained that it is imperative that your work performance improves to the standards expected of a [job title/grade]. I am satisfied that you are aware of the standards required and that you have been offered support and assistance to help you achieve these.

Having considered your performance and despite any support offered, you have not met the required standards expected of you. I am therefore issuing you with a First Warning under the School’s Capability Procedure. This warning will remain live for 12 months and a further monitoring and review period has been set which will end on [date]. You will be required to attend a Stage 1 Review meeting as set out below:

Date:

Time:

Location:

You have the right to be accompanied by a trade union representative or work colleague during this meeting.

OR,

As discussed, you have made some progress towards reaching the required performance standards but further improvement is still required. However, I believe that, with continued support and development, you have the potential to achieve the required performance standards and, therefore, I am extending the current Monitoring and Review Period until [ date], following which you will be required to attend a further Stage 1 Formal Review Meeting on [date] at [time] which will be held [location].

**APPEAL**

You have the right of appeal against a First Written Warning issued by the Head Teacher, which will be heard by the Warning Appeal Committee comprising of 2 governors. If you wish to exercise this right, your appeal should be sent in writing to [insert name the name of the person who confirmed

the decision] within 10 working days of the date of this letter. You should state the grounds for your appeal which may be one or more of the following:

* *Procedure – failure to follow the School’s Capability Policy and Procedure had a material effect on the decision*
* *Decision – the evidence did not support the conclusion of the hearing officer*
* *Warning – too severe given the circumstances of the case*
* *Alternative action – should (or should not) have been considered.*

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].

Yours sincerely

First Name and Surname

**Job Title**

Name of School