**Appendix 7**

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 2 FORMAL CAPABILITY MEETING**

I am writing to confirm that following the Stage 1 Formal Capability Meeting held on [Insert Date] and the subsequent review meeting held on [Insert Review Meeting Date], there remain ongoing concerns regarding your performance despite the support and monitoring provided through your Performance Improvement Plan (PIP).

In line with the Schools Capability Procedure (a copy of which has already been provided to you), you are now required to attend a Stage 2 Formal Capability Meeting. The details are as follows:

Date:

Time:

Location:

I will conduct the meeting and a note taker will also be present.

The following performance issues that are causing concern that will be discussed are:

**[Insert performance concerns].**

To enable you to prepare for the meeting, I enclose the relevant paperwork in relation to your performance. (*e.g. PIP, notes of supervision meetings/lesson observations/examples of where work not met a satisfactory standard)*

You should be aware that the outcome of this Stage 2 Formal Capability Meeting could result in you being issued with a Final Warning in accordance with the School’s Capability Procedure and further monitoring and review period will be set to assess your performance.

If you are issued with a Final Warning, you will have further opportunities to improve your performance however, if there is no improvement and further formal action becomes necessary this could lead to dismissal from the school’s employment on the grounds of continued unsatisfactory/unacceptable performance.

You are entitled to be accompanied by your trade union or work colleague at this meeting, and I have attached a copy of this letter with enclosures for you to forward to them, if necessary. I would be grateful if you can notify me of their name in advance of the meeting.

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].

You have already received a copy of the School’s Capability Policy and Procedure but if you require a further copy, please let me know.

Yours sincerely

First Name and Surname

**Job Title**

Name of School