



GRIEVANCE PROCEDURE POLICY STATEMENT

Where you have a grievance which involves another member of staff or other members of staff, you shall first endeavour to resolve the matter by discussion with the member or members of staff involved and/or with their Head of Department or other senior members of staff. If the grievance is not resolved by such discussion, you may then raise the matter with the Bursar. If the grievance is not resolved by such discussion, you may then raise the matter with the Head Teacher. If the grievance is not resolved by such discussion, you may then raise the matter with the Grievance Committee of the Governing Body.

If the grievance involves the Head Teacher, you shall first endeavour to resolve the matter by discussion with the Head Teacher and if it cannot be resolved by such discussion, you may then raise the matter with the Grievance Committee of the Governing Body.

When you approach the Grievance Committee of the Governing Body, you shall be entitled to a personal hearing at a meeting of the said Committee (accompanied by a union representative, a colleague or friend if you so wish) such meeting to take place within one month of the initial approach.

An appeal against the Grievance Committee's decision can be made within 14 days of such decision to the Appeals Committee. The Appeals Committee shall convene a further personal hearing (where you may be accompanied by a union representative, a colleague or friend if you so wish) within 1 month of receiving the appeal and the Appeal Committee's decision shall be final.