



## GREIVANCE PROCEDURE

Employees are advised that failure to lodge a formal grievance with the employer and allow at least 28 days for a response may be prevented from bringing a claim before the Employment Tribunal, and if the claim is allowed any award may be reduced.

### 1. INTRODUCTION

1.1 The School recognises that from time to time employees may wish to seek redress for grievances relating to their employment. In this respect, it is the school's policy to encourage frank communication between employees and the Head teacher to ensure that questions and problems arising during the course of employment can be aired and, where possible, resolved quickly and to the satisfaction of all concerned.

### 2. SCOPE OF THE PROCEDURE

2.1 The aim of this procedure is to settle a grievance in the shortest possible time. Employees therefore should discuss their grievance with the person to whom they immediately report. If the employee is not then satisfied, he/she may invoke the formal grievance procedure.

2.2 The procedure applies to all aspects of employment, except issues covered by separate procedures (e.g. disciplinary matters).

2.3 A grievance may be raised by an individual, or a group (a collective grievance). Individual or collective grievances should be pursued through this procedure. In the case of a collective grievance the group may appoint no more than two employee representatives to act on their behalf.

2.4 For the purposes of this procedure, references to the individual are equally applicable to groups in case of a collective grievance.

### 3. PROCEDURE

#### 3.1 Stage 1

In the event of a grievance being unresolved informally within a reasonable period of time, the employee should raise the issue formally in writing with a Principal.

The Principal will arrange a meeting to hear formally the grievance and a decision will be given to the employee in writing within five working days of the formal grievance being raised, unless extended by agreement.

4. APPEAL PROCEDURE

In the event of a satisfactory agreement not being reached, the Appeal Procedure will be followed. For details of the appeals process please see Appeals Procedure.

5. REPRESENTATION

Throughout all formal stages of the Grievance Procedure an employee is entitled to be represented by a union representative or work colleague.