

DATED

13th July 2018

GRIEVANCE PROCEDURE

For Nicolas Copernicus Polish Saturday School Parents' Association in Peterborough

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| Reviewed/Adopted: | July 2018 |
| Next Review Date: | July 2021 |
| Review Frequency: | Every three years |
| Reviewed By: | School Management Team and Trustees |

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1. ABOUT THIS PROCEDURE

- 1.1 The Nicolas Copernicus Polish Saturday School Parents' Association in Peterborough ('PSS') is a charity registered in England Wales with registration number 1162636.
- 1.2 The aims of this Grievance Procedure are to assist the Head Teacher and Deputy Head Teacher and the trustees of PSS ('the Trustees') with their responsibility to ensure consistent and fair treatment of employees and provide a framework within which they can work with employees to maintain satisfactory standards of conduct and to encourage improvement where necessary.
- 1.3 Most grievances can be resolved quickly and informally through discussion with your line manager. If this does not resolve the problem you should initiate the formal procedure set out below.
- 1.4 The procedure applies to all employees regardless of length of service, agency workers, volunteers and self-employed contractors.
- 1.5 This procedure does not form part of any employee's contract of employment. It may be amended at any time and we may depart from it depending on the circumstances of any case.

2. STEP 1: WRITTEN GRIEVANCE

- 2.1 You should put your grievance in writing and submit it to the Head Teacher. If your grievance concerns the Head Teacher you may submit it to the Chair of Trustees.
- 2.2 The written grievance should set out the nature of the complaint, including any relevant facts, dates, and names of individuals involved so that we can investigate it.

3. STEP 2: MEETING

- 3.1 We will arrange a grievance meeting, normally within one week of receiving your written grievance. You should make every effort to attend.
- 3.2 The hearing will be chaired by either the Head Teacher or the Deputy Head Teacher and accompanied by a note-taker. You may bring a companion with you to the disciplinary hearing (see paragraph 3.3)
- 3.3 You may bring a companion to the grievance meeting if you make a reasonable request in advance and tell us the name of your chosen companion. The companion may be either a trade union representative or a colleague, who will be allowed reasonable paid time off from duties to act as your companion.
- 3.4 If you or your companion cannot attend at the time specified you should let us know as soon as possible and we will try, within reason, to agree an alternative time.
- 3.5 We may adjourn the meeting if we need to carry out further investigations, after which the meeting will usually be reconvened.
- 3.6 We will write to you, usually within one week of the last grievance meeting, to confirm our decision and notify you of any further action that we intend to take to resolve the grievance. We will also advise you of your right of appeal.

4. STEP 3: APPEALS

- 4.1 If the grievance has not been resolved to your satisfaction you may appeal in writing to the Chair of Trustees, stating your full grounds of appeal, within one week of the date on which the decision was sent or given to you.
- 4.2 We will hold an appeal meeting, normally within two weeks of receiving the appeal. This will be dealt with impartially by a Trustee who has not previously been involved in the case. You will have a right to bring a companion (see paragraph 3.3).
- 4.3 We will confirm our final decision in writing, usually within one week of the appeal hearing. There is no further right of appeal.