

Appendix 1: Notification of grievance

This form should be used to submit a grievance in accordance with the formal grievance procedure.

You should complete the form and hand it to your line manager (or the Headteacher if your line manager is the subject of your grievance, or the Chair of Governors if the Headteacher is the subject of your grievance). You are advised to retain a copy.

Name:	Role:
Please provide detail on:	
The nature of your grievance including any relevant facts, dates, names of individuals involved and any witnesses;	
If raised previously, the date in which you raised your grievance and with whom;	
The action that has been taken to resolve your grievance informally;	
If no informal action has been taken, please confirm whether you would be happy for Senior Leadership to look into the matter informally in the first instance;	
The outcome/resolution that you are seeking;	

Please confirm if you would be willing to explore resolution through mediation?

Signed:

The signature on this form indicates that the information you have provided is truthful.

Dated: