

# PEMBURY SCHOOL HOUSE NURSERY

## Grievance Procedure

Where the steps refer to teacher, it includes Head of Nursery, Deputy and support staff. Where the steps refer to supervisor, it includes Head of Nursery or Officer(s) of Committee.

### Methods

The nursery follows the following Grievance Procedure:

#### Stage 1

##### *Statement*

- The teacher must set out the grievance and the basis for it, in writing and send the statement or a copy of it to the supervisor.

#### Stage 2

##### *The Meeting*

- The supervisor must invite the teacher to attend a meeting to discuss the grievance.
- The meeting must not take place unless:
  - the teacher has informed the supervisor what the basis for the grievance was when they made the statement under Stage 1; and
  - the supervisor has had a reasonable opportunity to consider their response to that information.
- The teacher must take all reasonable steps to attend the meeting.
- After the meeting, the supervisor must inform the teacher of their decision as to their response to the grievance and notify them of the right to appeal against the decision if they are not satisfied with it.
- Teachers have the right to be accompanied at the meeting.

#### Stage 3

##### *The Response*

- The supervisor must set out their response in writing and send the statement or a copy of it to the teacher.

#### Stage 4

##### *The Appeal*

- If the teacher wishes to appeal, they must inform the supervisor.
- If the teacher informs the supervisor of their wish to appeal, the supervisor must invite them to attend a further meeting.
- The teacher must take all reasonable steps to attend the meeting.
- Where reasonably practicable, the appeal should be dealt with by a more senior manager than attended the first meeting (unless the most senior manager attended that meeting).
- After the appeal meeting, the supervisor must inform the teacher of their final decision.
- Teachers have the right to be accompanied at the appeal meeting.

This policy was updated and adopted by the Trustees of Pembury School House Nursery.

**NB. In the case of an employee having served less than one year with the nursery, the above does not necessarily apply. It is also important to note that due to the nursery being a small organisation and dependant upon the severity of the grievance, it may not be practicable to adopt all the detailed good practice guidance set out above.**