

## GRIEVANCE POLICY

### NOTIFICATION OF FORMAL GRIEVANCE

This form must be sent confidentially to the Trust HR Director by email to:  
[TrustHR@olicatschools.org](mailto:TrustHR@olicatschools.org)

|              |                |  |
|--------------|----------------|--|
| Submitted by | Name:          |  |
|              | Job Title:     |  |
|              | Academy/School |  |

1. I wish to formally complain about the behaviour, conduct or decisions of:

- Parents
- Pupils
- Staff (other than the Headteacher)
- Headteacher
- A Director of the Trust
- The Chair of Directors (Trust Board)
- The Directors as a whole (Trust Board)
- The Chair of the Local Academy Committee (LAC)
- The LAC members as a whole body

2. The details of my complaint are *(where possible please identify dates, times and names)*:

3. **EITHER** I have attempted to resolve my grievance informally by (please detail your attempts at informal resolution) **OR** I have not attempted to resolve this matter informally because *(delete where appropriate)*:

4. In considering my grievance, I ask you to consider speaking to the following:

**THIS FORM DOES NOT CREATE CONTRACTUAL OBLIGATIONS ON THE TRUST**

*This form is based upon a template provided by the Catholic Education Service – May 2012 version*

5. In considering my grievance, I ask you to look at the following attached documents:

6. The outcome I am seeking to resolve this grievance is:

7. During the period in which you investigate my grievance, I would like you to consider taking the following steps (if any):

8. My grievance does/does not\* include a complaint that I am subject to discrimination, bullying or harassment.

9. My grievance does/does not\* include a complaint that raises a child protection issue.

10. I will/will not\* need special help at my Resolution Meeting.

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*This policy is based upon a template provided by the Catholic Education Service – November 2020 version*

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11. My companion at the Stage 1 Resolution Meeting will be:

12. My companion cannot attend a Resolution Meeting on the following dates/times:

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I have read the Trust's Grievance Resolution Policy and Procedure and am aware that false, malicious or vexatious grievances may result in disciplinary action against me for gross misconduct. I am aware that this form may be forwarded to the Diocesan Schools Commission and to the Designated Person for Child Protection. I am aware that a report on the outcome of this grievance may also be submitted to the Local Academy Committee and to the Trust Board (where appropriate).

Signed:

Print name:

Date:

Please forward this form to the Trust HR Director by email: [TrustHR@olicatschools.org](mailto:TrustHR@olicatschools.org)

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