

Grievance Resolution Policy and Procedure
Form GRP1
Notification Of Formal Grievance

Submitted by	Name:	
	Job Title:	

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

- Parents
- Pupils
- Staff including Shared Services Team
- Principal or CSEL
- An Academy Committee Representative or Director
- The Chair of Academy Committee
- The Academy Committee as a whole
- The Chair of the Board of Directors
- The Board of Directors as a whole

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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)*:

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

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

6. In considering my grievance, I ask you to look for the following documents:

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

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

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

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

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

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

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

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I have read the School'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 the GRP1 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 will be submitted to the Governors.

Signed:

Print name:

Date:

Please submit completed form to hr@romeromac.com

OFFICE USE ONLY

Received by HR on:

Stage 1 Resolution Manager:

Received by Stage 1 Resolution Manager:

Resolution Meeting held:

Refer to DSC: YES/NO

Refer to Designated Person CP: YES/NO

** delete as appropriate*