PROBATION POLICY

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Review Period	**2-Yearly**

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1. INTRODUCTION AND PURPOSE

1.1 Responsibility for the Application of the Policy

It is the responsibility of line managers to ensure that they implement an effective probation period for all new probationers not covered by the statutory induction scheme for teachers. Please note that support staff who have transferred or been promoted into new posts are not contracted to a probationary period.

The Trustees are responsible for ensuring that the time frames detailed in the Model Probationary Policy for School Support Staff are adhered to. The Trustees will delegate this responsibility to the Headteachers who will, if appropriate, designate an appropriate manager to conduct the probation process for each new probationer who joins the Trust. Throughout this policy therefore, line manager can refer to the designated appropriate manager.

If the employee is appointed to the Network Support Team (NST), the line manager will conduct the probation process.

1.2 Consultation

This model policy is provided, following consultation with the recognised Trade Unions/Professional Associations, for the Trustees to consider for adoption. Should the Trustees wish to make changes to this model policy, the required consultation must be undertaken by the Trustees with the County Officers of the recognised Trade Unions/Professional Associations.

1.3 Legislative Base

This policy takes into account the statutory requirements of the Employment Rights Act 1996 and the Employment Act 2002.

1.4 Aim of the policy

The probation period provides the line manager with the opportunity to clarify what is expected of the probationer and to set the objectives and standards of the post.

It also allows both line manager and the probationer to assess objectively whether the probationer is suitable for the role, taking into account the individual's overall capability, skills, performance and general conduct in relation to the job in question.

It is important that all new probationers are clearly informed that their employment may be terminated if they do not reach the required standards of performance within the stated probationary period.

1.5 Coverage

This policy applies to all new support staff in the Trust, except those who have six months' or more continuous service under the terms and conditions of the National Joint Council (NJC) for Local Government Services and/or have completed the full six-month probation period with a relevant employer under the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999, as amended from time to time.

This policy does not apply to those staff employed under the terms and conditions of the School Teachers' Pay and Conditions Document.

Support staff probationers on temporary/fixed term contracts of six months or longer will be required to complete the full probation period. Where a probationer is on a temporary contract of less than six months, appropriate assessments in line with this policy should be undertaken during the whole of the employment. If a temporary/fixed term contract of less than six months is extended, the probation period will continue until six months' service is complete.

This policy will be made available to every member of the support staff through the Trust's internal systems.

1.6 Contractual provisions

New probationers are advised about their probationary status in their Statement of Particulars.

During this probation period the appointment will be terminable by either side giving the other **one week's notice**.

1.7 Representation

There is no right of representation at assessment meetings during the probationary period. However, there is no reason why a request to be accompanied by a representative, which can either be a work colleague or trade union/professional association representative only, should be unreasonably refused. All probationers have a right to be accompanied at a meeting where termination of employment is being considered.

2. POLICY

2.1 Application of the Policy

This policy will be applied in a way that:

- is non-discriminatory and in accordance with the Trust's Equality policies.
- is consistent and fair across the Trust.
- shows respect for the confidentiality of individuals and in accordance with the Data Protection Act 2018 and the General Data Protection Regulation 2016.
- is based on open communication between members of staff and their line managers.
- is explicit about the responsibilities for all involved.
- aims to be positive and identify support required by new probationers; and
- takes account of the availability and duration of any training identified by the line manager andprobationer.

Timescales may be extended by mutual agreement but must be consistent with the spirit of this policy and any contractual arrangements.

3. CONFIDENTIALITY

The application of this policy and any information divulged as a consequence should be considered confidential by all parties involved. Disclosure of any information to any third party will be made in accordance with this policy and/or for the purposes of obtaining appropriate professional advice and/or as may be required by law.

The line manager will ensure there are full, comprehensive records of each stage of the process which will be stored confidentially.

4. EQUAL OPPORTUNITIES

Members of staff, whether they are full or part-time, temporary or permanent, must be treated equally. The progress of all newly appointed staff, including those on a temporary contract, should be monitored equally.

This policy is based on best practice and is designed to promote a consistent and effective approach to probationary issues in the Trust. The Trustees and the Headteacher/line manager will ensure that the application of the policy will not disproportionately or unfairly affect any staff in the Trust recognising the diversity of the community. The line manager has a particular responsibility to ensure that he/she manages the processes fairly, equitably and objectively.

5. PROCEDURE

5.1 The Line Manager's Responsibilities

It is the line manager's responsibility to ensure that all probation assessment meetings take place on time and that the Probation Assessment Reports are completed **(Appendix 1)**. A copy of the completed report form should be retained by the line manager in preparation for the next assessment. The probationer must also receive a copy. A copy should also be forwarded to Human Resources (HR) for personal file.

5.2 Timing of Probation Assessment Meetings

Probation assessment meetings should take place, as a minimum, at the end of the 3rd and 5th months of the probationary period. These meetings should be planned, prepared and scheduled at the commencement of the probationer's employment. Where the 3rd or 5th month falls within a school holiday, it will be agreed that the assessment meeting will take place shortly before the school holiday commences or shortly after the school holiday finishes.

Additional assessment meetings will take place if either the line manager or the probationer feel that additional support or guidance is needed to enable the probationer to reach the required standard at any time during the probation period. Any such meeting should be planned and a written Probation Assessment Report completed **(Appendix 1)**, as for the 3rd and 5th month assessments.

It is important that the final (5th month) assessment meeting is held before the end of the agreed probation period and that the final Probation Assessment Report is completed. This provides an opportunity to bring any concerns to the probationer's attention and for an action plan to be established. If the meeting does not take place by this date, the probationer's performance will be taken as satisfactory and the appointment confirmed.

5.3 Format of Probation Assessment Meetings

At each assessment meeting, the line manager should aim to:

- Allow the probationer to comment on his/her progress.
- Review the probationer's capability, skills, performance and general conduct in relation to the job.
- Focus on successes as well as areas in need of improvement.
- Ensure the provision of any necessary training and coaching; and
- Agree development activities and ensure that training or instruction is swiftly put into effect.

If there are concerns, the line manager should:

- Explain clearly and in precise terms any areas in which the probationer is falling below the required standard, providing specific examples where possible.
- Establish any underlying reasons for any failure to meet the required standards.
- Allow the probationer to discuss/explain areas of concern.
- Agree a timescale within which improvements should be achieved and arrange a date to review the probationer's progress.
- Clearly explain the consequences of underperforming to the probationer; and
- Ensure the probationer understands that a continued failure to achieve the required standards could lead to his or her employment not being confirmed.

The assessment meetings should be a two-way process and provide both the line manager and the probationer with the opportunity to discuss progress on a one-to-one confidential basis.

The job description and person specification are key documents and should be used during the probation programme.

For the probation period to be successful a comprehensive induction programme must support it.

5.4 Addressing Issues during the probation period

The line manager is responsible for dealing with unsatisfactory performance as it arises, as dealing with problems at an early stage means that they are more likely to be dealt with successfully. It is important not to wait until the 3rd month and 5th month assessment reports are undertaken to make the probationer aware of any concerns. Monthly meetings throughout the probation period will allow the probationer's performance and progress to be monitored on a 'little and often' basis. Less frequent meetings may result in important issues being overlooked or delays in the resolution of performance issues.

The line manager should be prepared to provide reasonable support to give the probationer a fair opportunity to meet the required standards and to become a fully integrated and productive probationer of the Trust in the longer term.

5.5 Sickness absence during the probation period

Sickness absence during the probationary period should be managed in line with the Trust's Managing Sickness policy.

Where a probationer has a substantial amount of absence due to sickness during the probation period this may lead to consideration of ceasing the employment or it may be appropriate to consider extending the probation period. The line manager should seek advice from Ventrus HR.

5.6 Satisfactory Final (5th month) Assessment Meeting

During the final (5th month) assessment meeting line manager and the probationer should:

- Review the probationer's progress.
- Identify and discuss any areas in which the probationer requires further training or development after completion of the probation period.
- Check how the probationer feels about his/her employment in general; and
- Explain how performance will be managed in the future, for example through the employer's formal appraisal system.

If the probationer has shown during the previous five months that he/she has satisfactorily carried out the duties of the post the line manager should issue a letter of confirmation of appointment to the probationer (**Appendix 2).**

5.7 Unsatisfactory Final (5th month) Assessment Meeting

If the line manager identifies areas of concern during the probation period and by the final (5th month) assessment meeting the probationer has not shown that he/she is suitable for the post, and it is clear that further training or support is unlikely to alter the situation, a Formal Probation Review Meeting will take place.

5.8 Unsatisfactory Performance Early in the Probation Period

The above procedures do not preclude action being taken before the first probationary assessment report is completed if it can be reasonably established that the probationer is totally unsuited to the work. However, save in exceptional circumstances where immediate suspension appears necessary, an attempt should be made to allow the probationer to try and remedy the situation by providing clear guidance/instruction of the requirements of the job and standard of performance necessary.

6. FORMAL PROBATION REVIEW MEETING

6.1 Considerations at Formal Probation Review Meeting

If consideration is to be given to ceasing the employment, the probationer will be required to attend a Formal Probation Review Meeting with the Headteacher (Chair) if the employee works in a school. **(Appendix 3).**

If the probationer works for the NST, then the Formal Probation Review Meeting will be held by the Head of Service.

If the NST employee is line managed by a member of the Executive Leadership Team (ELT), the meeting will be chaired by another member of the ELT, who has not been involved in their line management.

The probationer will be informed of his/her right to be accompanied by a work colleague or trade union representative.

At the meeting, the Chair will ensure that:

- everything possible has been done to try and improve the probationer's performance and that this can be evidenced.
- the probationer is still in the probation period.

- the probationer has been informed of how he/she has failed to meet the required standards.
- the employer has been made aware of the possible consequences of not meeting the required standards; and
- the probationer had been given an opportunity to respond.

Following consideration of the above points, the Chair will:

- consider the concerns about the probationer's performance/conduct/suitability for the post.
- consider the effect the probationer's performance/conduct is having on the Trust's ability to provide for the education and welfare of the pupils.
- provide the probationer with a full opportunity to put forward his/her version of events.
- consider whether there are exceptional circumstances which may require an extension to the probation period (i.e. to give more time to find if remedial action will result in the necessary improvement); and
- consider whether the probationer is likely to meet the required standards given further support and/or training and/or guidance.

6.2 Possible outcomes at Formal Probation Review Meeting

The Chair may make one of the following determinations:

That the probationer has met the required standards

The Chair will write to confirm the probationer's appointment as he/she has successfully completed his/her probation period **(Appendix 2).**

That there are exceptional circumstances which require the probationer's probation period to be extended to allow a further assessment period

The Chair will specify:

- the required improvements during this period.
- how long the extended probation period will be; and
- when the progress will be reviewed at a reconvened Formal Probation Review meeting.

The Chair will inform the probationer of the decision orally and confirm it in writing. **(Appendix 4)**, See 6.3.

That the probationer has failed to meet the required standards despite being given appropriate training, support and guidance and that his/her appointment should not be confirmed

The Chair will specify:

- How the probationer has failed to meet the required standards.
- What support, guidance and training were provided to enable the probationer to reach the required standards.
- That the probationer has not established his/her suitability for the post in line with the contract of employment and so his/her employment will not be confirmed.
- That the probationer's employment will end with a week's notice being given in writing; and
- That the probationer has the right to appeal to an ELT member who has not been involved in the Formal Probation Review meeting.

The Chair will inform the probationer of the decision orally and confirm it in writing. (***Appendix 5)***

6.3 Exceptional Circumstances Leading to the Extension of the Probation Period

The probation period should only be extended beyond six months if there are exceptional circumstances.

These circumstances may be:

- Where the required improvement has not been made and the appropriate training, support and guidance have not been provided and where further time, for example to attend appropriate training courses, will allow such improvement to happen.
- Where it has not been possible to assess the probationer's performance during the initial probation period of six months because the probationer has been absent for a significant proportion of this

period. Consideration should be given to whether the probationer is likely to be disabled within the meaning of the Equality Act 2010 and whether it would be a reasonable adjustment to extend the period; and / or

- Other circumstances determined by the Chair at the Formal Probation Assessment Meeting to be exceptional.

Where a probationer's probation period is extended, written details of how and why performance has fallen short of the required standards should be attached to the terms of the extension before the end of the initial six-month probation period. Written confirmation will be sent. **(Appendix 4)**

The probationary period cannot be extended retrospectively.

If the probation period has not been extended in writing to the probationer before the end of six months' service, then the probationary period ceases and the contractual notice period will apply.

7. APPEAL

7.1. Making an appeal

If the probationer wishes to appeal against the decision of the Formal Probation Review Meeting, this must be done in writing to the Human Resources Business Partner within five working days of receipt of the letter confirming the decision of the Chair, giving reasons for the appeal.

The purpose of the Appeal Meeting is to give the probationer the opportunity to have the grounds of appeal considered by a member of the ELT, who has had no previous involvement.

The ELT member will ensure that the meeting adheres to good HR practice. The ELT member will consider the case presented by the probationer and the evidence presented by the Headteacher or line manager relating to the circumstances of the probation period.

Following an adjournment to allow the ELT member to consider the evidence and reach their decision, the ELT member will notify the probationer of the decision and the reasons for it. It is normal practice for the Ventrus HRBP who has advised the ELT member to be present during the decision-making process.

The ELT member may decide:

- To uphold the appeal by determining that the Chair erred in judgement at the Formal Probation Review Meeting and that the employment should be confirmed. **(Appendix 6)**
- To conclude that there are exceptional circumstances, and that the probation period should be extended for a specified period, with specified support, training and/or guidance to be provided to give the probationer the opportunity to meet the required standards. A further date will be set for a Formal Probation Assessment Meeting at least two weeks before the end of the extended probation period. **(Appendix 7)**
- To reject the appeal and the decision of the Chair stands. **(Appendix 8)**

APPENDIX 1 - PROBATION ASSESSMENT REPORT

CONFIDENTIAL

The line manager completing this report should read the guidance notes at the end of the report. Please complete all sections.

Personal Details	
Probationer Name:	
Post:	**Permanent/Temporary: (please delete as appropriate)**
Start date:	**Line Manager:**

Date of assessment: .....

Stage of process: 3rd month assessment/5th month assessment/ Additional assessment (*delete as appropriate)*

Next scheduled assessment date: (if appropriate) .....

Note: This assessment is intended to be carried out in consultation with the new probationer

Tick **one** box as applicable	**Improvement Required (√)**	**Average (√)**	**Good (√)**	**Excellent (√)**
Quality & accuracy of work				
Attendance				
Time Keeping				
Work Relationships				
Team work /interpersonal skills				
Communication skills				

Probationer's views on the job, work environment and working conditions

Line manager's assessment of the probationer's performance in relation to the duties for the post
Detail any plans needed to improve performance, include supervisory support, agreed development activities and the provision of any necessary training and coaching (include timescales)
Give details of training already undertaken
Please make any further comments

The 3rd month probation period been completed **satisfactorily/unsatisfactorily**? (delete as appropriate) The 5th month probation period been completed **satisfactorily/unsatisfactorily**? (delete as appropriate) The additional probation period been completed **satisfactorily/unsatisfactorily**? (delete as appropriate) Is the probationer suitable for employment in the post? Yes ☐ No ☐	Line manager's signature: …… Line manager's name (please print): …… Date: ……
Probationer's signature: …… Probationer's name (please print) …… Date: ……	HT signature: …… Date: ……

GUIDANCE NOTES

The content of the Probation Assessment Meeting should be fully and clearly documented. The Probation Assessment Report should provide an **accurate record** of what was discussed at the meeting, including any areas of concern, as well as a note of the areas in which the probationer is performing well.

The Probation Assessment Report should be completed and retained on the probationer's personal file with a copy provided to the probationer. If there are any areas of disagreement over what should be recorded on the form, the line manager should try to resolve these with the probationer prior to the document being signed by both parties. If the probationer does not agree with the comments on the form, he/she can provide a statement to be attached to the form and retained on his/her personal file.

3RD PROBATION ASSESSMENT

When an **unsatisfactory** Probationer Assessment Report is submitted it is necessary for the following requirements to be met:

a) The probationer **must** be made aware of any shortcomings, whether these relate to conduct or capability, at the earliest opportunity.
b) The probationer must be offered suitable instruction, training, guidance or support in order to address and these shortcomings.
c) The probationer must be warned that termination of his/her employment could occur if the required standards are not achieved.
d) The probationer must be allowed time for improvement before further action is taken.
e) The probationer must be given this information in writing as well as having it discussed with him/her personally.
f) An extension to the probationary period should normally be sought only where there are exceptional circumstances justifying it (See Section 6).

APPENDIX 2 - LETTER INFORMING A PROBATIONER OF COMPLETION OF A SATISFACTORY PROBATION PERIOD

PROBATION
Letter must be personalised and sent on the Trust's/school's headed paper by the Headteacher or line manager

[Name]
[Address]
[Address]
[Address]

[Date]

Dear [Name]

Completion of a satisfactory probation period

I am writing to you to confirm that you have successfully completed your probationary period, subject to the remainder of the six months' probation period being completed satisfactorily. Should any concerns arise during the remaining time, the right is reserved to reconsider this decision and take appropriate action.

In view of this, I have pleasure in confirming your appointment as ..... at ..... school (*reword this sentence if the employee is part of the Network Support Team)*.

Under the terms of your contract your notice period will increase to {X} month(s).

In all other respects your terms and conditions of employment remain unchanged.

I hope you will be happy in your employment with us.

Yours sincerely

Headteacher/line manager

APPENDIX 3 - FORMAL PROBATION REVIEW MEETING

Letter to invite a probationer to a Formal Probation Review Meeting following unsatisfactory final (5th month) Probation Assessment or Additional Probation Assessment meeting or Exceptional circumstances where the probationer has been suspended

Letter must be personalised and sent on the Trust's/school's headed paper by the Chair

PERSONAL AND CONFIDENTIAL
[Name]
[Address]
[Address]
[Address]

[Date]

Dear [Name]

I am writing to you further to the Probation Assessment Meeting(s) held on {date(s)} with {name}, your line manager. The details of your performance/conduct which are unsatisfactory and were explained to you are in the attached Probation Assessment Report(s), which you have seen previously.

I am writing to require you to attend a Formal Probation Review Meeting which will be held on {date} at {time} at {venue}. A copy of the Probationary Policy for School Support Staff which has been adopted by Ventrus Trustees is enclosed.

I will be accompanied at this meeting by {name,} Ventrus HRBP (delete if not being accompanied). I shall be calling {name}, as the line manager for your probation period, as a witness (delete if not appropriate).

At this meeting I will:

- consider the concerns about your performance/conduct/suitability for the post.
- consider the effect your performance/conduct is having on the Trust's ability to provide for the education and welfare of the pupils; and
- provide you with a full opportunity to put forward your version of events.

consider whether:
- your employment should be confirmed; or,
- there are exceptional circumstances which mean that your probationary period should be extended (i.e. to give more time to find if remedial action will result in the necessary improvement); or
- you have not met the required standards and your employment should be terminated.

You may be accompanied at the meeting by either a trade union representative or work colleague if you wish and I have attached an additional copy of this letter for you to give to the person accompanying you.

If you wish to submit any documentation, please provide this at least two full days in advance of the meeting so that I can consider it before the meeting. Please inform me of any relevant witnesses you wish to call.

Please confirm that you are able to attend the meeting. If you are not able to attend on this date, please advise me immediately.

You should be aware that if I decide that you have not met the required standards, that you will be given a week's notice of termination of your contract.

At the end of the meeting, I will consider what has been said and will inform orally you of my decision, unless we agree otherwise. You will receive written confirmation of my decision.

If you need any further information, please do not hesitate to contact me.

Yours sincerely

Chair

Enc
Probationer assessment report(s)
Copy letter
Probationary Policy for School Support Staff

APPENDIX 4 - EXCEPTIONAL EXTENSION OF PROBATION PERIOD (FOLLOWING FORMAL PROBATION REVIEW MEETING)

Letter informing a probationer of an extension to probationary period

Letter must be personalised and sent on the Trust's/school's headed paper by the Chair

PERSONAL AND CONFIDENTIAL
[Name]
[Address]
[Address]
[Address]

[Date]

Dear [Name]

Exceptional Extension to Probationary Period

I am writing following the Formal Probation Review Meeting held on {date}.

I have determined that due to the concerns raised in the Probation Assessment Report(s), copies of which have been provided to you, it has not been possible to confirm satisfactory completion of your probationary period.

In view of {specify exceptional circumstances leading to the extension of the probation period}, I have decided that your probation period will be extended by {number} weeks until {date}.

{Name}, the line manager for your probation period, will work closely with you to ensure you receive the necessary support to establish your suitability for this post. During this period, you will be expected to address the following issues {*details of the areas of concern, objectives/targets and action plans set and agreed*}.

A Formal Probation Review Meeting will take place on {date} at which the Chair will consider if you have met the required standards.

If you fail to make sufficient progress by the end of your extended probation period, this is likely to result in your dismissal. As stated in your Statement of Particulars, issued to you on XXX, dismissals arising from unsuitability for confirmation of appointment can be made during the probationary period with the minimum statutory notice required. The period of notice of termination of your employment during your probation period will be one week.

I hope that during the extension of your probation period you will be able to confirm your suitability for this post.

Please do not hesitate to contact me if you have any queries regarding the contents of this letter.

Yours sincerely

Chair

APPENDIX 5 - NOTICE OF DISMISSAL

Letter informing a probationer of termination of contract on the grounds of not achieving the required standards/poor performance during the probation period

Letter must be personalised and sent on the Trust's/school's headed paper

PERSONAL AND CONFIDENTIAL
[Name]
[Address]
[Address]
[Address]

[Date]

Dear [Name]

I am writing to you further to the Formal Probation Review Meeting held on {date}.

As you are aware, during the course of your probation period it was necessary for {name}, the designated line manager to make you aware of concerns in connection with your performance. These were documented in the Probation Assessment Report(s) of {dates}.

You were subsequently given support, including {details of support provided} to enable you to improve during the remainder of your probation period.

Despite this support you have not met the standards required in that you have not (details of where standards have not been met). For this reason, you were required to attend a Formal Probation Review meeting to discuss your continuing unsatisfactory performance. Following that meeting, as I informed you, I have decided to terminate your employment.

I am giving you one week's notice of your dismissal, which will take effect on {date}.

Or

Your dismissal will take effect today, {date} and you will receive a payment in lieu of your weeks' notice. Your employment will therefore cease today.

You have the right to appeal the decision to terminate your employment. If you wish to appeal, you should do so in writing within five days to the Human Resources Business Partner, giving clear and specific reasons for the appeal.

Yours sincerely

Chair

APPENDIX 6 - DECISION OF THE ELT MEMBER – UPHOLD THE APPEAL

To be sent and signed by the ELT member within **seven consecutive days** of the Appeal, personalised and sent on the Trust's headed Paper

Private and Confidential
[Name]
[Address]
[Address]
[Address]

[Date]

Dear [Name]

I am writing to confirm the decision of the Appeal Hearing held on [date] at [venue] where you appealed against the decision of the Chair to terminate your employment as you had not met the required standards during your probation period.

I considered the following:

- Whether the probation process had been followed appropriately.
- Whether you had been given a reasonable opportunity to present your case and that your response was given fair consideration.
- Whether, taking into consideration all the circumstances, the decision of the Chair was reasonable; and
- Any other issue(s) raised.

As you were informed at the conclusion of the Appeal Hearing and after careful consideration of the facts of the case and all the evidence presented, the decision was to uphold your appeal and to confirm your employment.

You will be reinstated on [full/half/nil* pay delete as appropriate] and your line manager will be in touch with you shortly to discuss short and medium term arrangements.

Yours sincerely

[Name]
ELT Member

APPENDIX 7 - EXCEPTIONAL EXTENSION OF PROBATION PERIOD (FOLLOWING THE APPEAL MEETING)

Letter informing a probationer of an extension to probationary period
Letter must be personalised and sent on the Trust's headed paper by the ELT member

PERSONAL AND CONFIDENTIAL
[Name]
[Address]
[Address]
[Address]

[Date]

Dear [Name]

Exceptional Extension to Probationary Period

I am writing following the Appeal Meeting held on {date}.

Having considered all the evidence presented, I have decided that I cannot uphold your appeal, due to the concerns raised in the formal Probation Review Meeting. However, in view of {specify exceptional circumstances leading to the extension of the probation period}, I have decided that your probation period will be extended by {number} weeks until {date}.

{Name}, the line manager for your probation period, will work closely with you to ensure you receive the necessary support to establish your suitability for this post. During this period, you will be expected to address the following issues {*details of the areas of concern, objectives/targets and action plans set and agreed*}.

A Formal Probation Review Meeting will take place on {date} at which the Chair will consider if you have met the required standards.

If you fail to make sufficient progress by the end of your extended probation period, this is likely to result in your dismissal. As stated in your Statement of Particulars, dismissals arising from unsuitability for confirmation of appointment can be made during the probationary period with the minimum statutory notice required. The period of notice of termination of your employment during your probation period will be one week.

I hope that during the extension of your probation period you will be able to confirm your suitability for this post.

Please do not hesitate to contact me if you have any queries regarding the contents of this letter.

Yours sincerely

ELT Member

APPENDIX 8 - DECISION FROM THE APPEAL MEETING – REJECTING THE APPEAL

To be sent, personalised and on the Trust's headed notepaper by the ELT member

Private and Confidential
[Name]
[Address]
[Address]
[Address]

[Date]

Dear [Name]

I am writing to confirm the decision of the Appeal Hearing held on [date] at [location] where you appealed against the decision of the Chair to terminate your employment as you had not reached the required standards during your probation period.

I considered the following:

- Whether the probation process had been followed appropriately.
- Whether you had been given a reasonable opportunity to present your case and that your response was given fair consideration.
- Whether, taking into consideration all the circumstances, the decision of the Chair was reasonable; and
- Any other issue(s) raised.

I took particular account of {detail areas of concern considered}.

As you were informed at the conclusion of the Appeal Hearing and after careful consideration of the facts of the case and all the evidence presented, the decision from the Hearing was to not uphold your appeal.

I confirm that your employment with [name] school/NST as [job title] will be terminated on [date].

You have now exercised your right of appeal under the Trust's Policy and this decision is final.

Yours sincerely

ELT Member

APPENDIX 9 – POLICY HISTORY

Policy Date	Summary of change	Contact	Version/ Implementation Date	Review Date
September 2020	Review of policy, terminology changes and template update.	SS	Version 1	Sept 2022
October 2022	Review of policy, minor terminology changes, HT signature added to Probation Review Form with reformatting.	SS	Version 1	October 2024
December 2024	Updated to reflect removal of CFO. Updated to reflect removal of Employee Services Lead (wef 1.1.25). Additional minor amendments.	SS	Version 1	December 2026