

Appendix 18

Letter Convening Appeal Hearing

This letter should be sent to an employee to convene an appeal hearing, and copied to all parties involved in the hearing. It should be sent to the employee's home address.

Dear (name of employee)

Re: Restructuring Appeal Hearing

I am writing to confirm the arrangements for your appeal hearing as follows:

Date:

Time:

Venue:

The Governors Panel will be (names and titles) and he/she will be advised by (HR Adviser). Management's case will be presented by (name of head teacher).

You have the right to be accompanied at the hearing by a trade union representative or other person of your choice, but not a legal representative.

Please could you provide me with any documentation you wish to be considered at the appeal hearing by no later than one day before the hearing. If I do not receive any documents from you I will assume that your appeal form and provided documents cover the issues you wish to raise.

Yours sincerely