

## Appendix 4

### School letterhead

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#### Address

NAME  
ADDRESS 1  
ADDRESS 2  
ADDRESS 3  
POSTCODE

Dear

#### RE: PROBATION EXTENSION LETTER

I am writing in relation to your recent 5<sup>th</sup> month probation assessment, which was held on XXXXX.

It has been decided that your probation period is to be extended for a period of (XXXX **weeks/months**). This decision has been made on the basis of your performance so far and that you have read and signed both your 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> month probation assessment reviews.

As discussed, there are a number of areas that have been identified and need to be improved on if you are to successfully complete your probation period with the School. The main areas that have been highlighted for concern are:

- I.
- II.
- III.

In addition to your regular one-to-one meetings with me, it has been agreed that you will have extra meetings on a weekly basis to ensure that you receive the necessary support, guidance and coaching to help you in your role and with the anticipated outcome of successful completion of your probation period.

***I can also confirm that it has been agreed that you will attend the following training course(s) in order to assist you in your daily work and to achieve the required standard of performance.***

***Course name – date – time – location***

If you feel that you need any further help in order to assist with your performance, which, has not been discussed or mentioned in this letter please ensure you contact me immediately.

I must also remind you that as set out in the Probation Policy and Procedure and your Terms and Conditions of service, should your performance/conduct remain unsatisfactory during your extension period, you will not be confirmed in post and will therefore be dismissed.

If you have any further queries please feel free to contact me.

Yours sincerely

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**NAME**  
**Headteacher**