

## Appendix 5

### Private and Confidential

Dear

#### **Re: School Reorganisation Consultation**

The School has now commenced formal consultation with the recognised trade unions on proposals for {insert consultation title.} This includes proposals regarding your area of work.

My purpose in writing to you is to ensure that you are personally aware of the consultation, and to explain how you can become involved in the process.

On {consultation start date} the School published its proposals which include 'As is' and 'To be' structure charts in the areas affected. As a member of staff who may be affected by the proposals, you will have been invited to a launch of the formal consultation to explain the process. Information has also been provided to the Trade Unions (contact details attached separately). The full formal consultation documentation is available (state where this will be available) to review. You are advised to ensure that you are aware of the content of the document. The HR and the Trade Unions hold hard copies.

The consultation period is an important time for you to ask questions, make suggestions and give feedback on what is being proposed. No decisions will be made on the proposals until after the formal consultation period is finished and the formal responses have been considered. It is planned that the appropriate decision-making body will make a decision on the reorganisation in {insert date from timetable}.

During the consultation if you have any questions or want more information about the proposals or proposed new structures, you should contact the Head Teacher ([email address](#)). For more information about the consultation process, you may contact the (.

To raise a formal query or put forward an alternative proposal, you will need to complete a consultation feedback form and return it to *Contact Details*. You must use this form if you want the School to record your comments or formally acknowledge and respond. The consultation feedback form is attached.

The proposed indicative timetable for consultation, decisions and changes relating to these proposals is as follows:

**Day 1 of launch**                      The proposed structures are launched and employees in the relevant areas receive a briefing to explain the proposals  
Letters are sent to affected staff.

**During consultation no members of staff will be declared 'at risk' of redundancy until the end of the consultation period and a final decision is made by the appropriate decision making body as to whether or not to implement the proposals or counter proposals**

Consultation will take place in good faith and with a view to agreement with the trade unions. Views and suggested alternative proposals are logged and properly considered.

Draft new JDs/PS and publish.

Last day for receipt of comments, queries or alternative proposals.

**21, 30 or 45 Days**

End of minimum 21-day consultation period, subject to any extension of that period.

**Insert relevant dates**

Head teacher to consider Alternative Proposals.

Formal consideration by Head teacher under normal delegated authority.

Announcement of final decisions on the structures and processes for managing change.  
Assimilations finalised and agreed.

Relevant staff are advised of 'at risk' status and individual consultation takes place.

Notices of dismissal issued on the grounds of redundancy with the appropriate effective termination date for the relevant posts.

Selection processes for ring fenced posts commence  
Proactive management of the redeployment processes.

Following the above, the employment will be terminated of those employees who are to be made compulsorily redundant.

Employees take up new posts (or at the earliest opportunity before then).

Whilst the coming months will be challenging for the affected areas I do encourage you to take an active interest in the consultation and put forward your views using the formal channels.

## Trade Unions contact details

Employees are encouraged to contact their trade union representatives for advice and support. The lead officers are:

Unison:	<p>Dave Knight                  Room 215, 2<sup>nd</sup> floor, 313 Billet Road                  Walthamstow, E17 5PX                  Tel: 020 8496 4703                  Email: <a href="mailto:David.Knight@unisonwalthamforest.org.uk">David.Knight@unisonwalthamforest.org.uk</a></p>	
GMB:	<p>Moshe Ash                  Tel: 020 8496 4787                  Email: <a href="mailto:GMB@walthamforest.gov.uk">GMB@walthamforest.gov.uk</a></p>	
Unite:	<p>Paul Travers                  46 – 48 New Road                  Dagenham                  Essex RM9 6YS                  Tel: 020 8596 9966                  Email: <a href="mailto:Paul.Travers@unitetheunion.org">Paul.Travers@unitetheunion.org</a></p>	
NUT:	<p>Steve White                  (National Union of Teachers)                  Division Secretary                  NUT Office                  Room 228                  Higham Hill Joint Service Centre                  313 Billet Road                  London E17 5PX</p> <p>Anne Mallach  <a href="mailto:a.mallach@nut.org.uk">a.mallach@nut.org.uk</a>                  103 Cranbrook Road                  Ilford                  IG1 4PU</p> <p>Tel: 020 8477 1234                  Fax: 020 8477 1230</p>	
ATL:	<p>Ann White B.Sc.M.Ed                  (Association of Teachers &amp; Lecturers)                  ATL Regional Official for the London Boroughs of                  Camden, Haringey, Redbridge and Waltham Forest</p> <p>7 Northumberland Street                  London WC2N 5RD</p> <p>Tel. No.: 01279 813394                  Email: <a href="mailto:awhite@field.atl.org.uk">awhite@field.atl.org.uk</a></p>	

NASUWT:	<p>Ian Moyes &amp; Derek Moore  (National Association of Schoolmasters Union)  Email: <a href="mailto:moyes.nasuwt@gmail.com">moyes.nasuwt@gmail.com</a>  Email: <a href="mailto:derekmoore@nasuwt.net">derekmoore@nasuwt.net</a></p>	
NAHT:	<p>Derek Morris  (National Association of Head Teachers)  231 Blind Lane  Flackwell Heath  High Wycombe  Bucks HP10 9LD</p> <p>Tel. No.: 01628 524087  Mobile: 07970 207008  Email: <a href="mailto:derek.morris@naht.org.uk">derek.morris@naht.org.uk</a></p> <p>Website: <a href="http://www.naht.org.uk">www.naht.org.uk</a></p>	
ASCL:	<p>Richard Tanton  (Association of School &amp; College Leaders)  Assistant Member Support Director &amp; Regional  Officer</p> <p>Tel: No/Fax: 01707 665409  Mobile: 07590776593  Email: <a href="mailto:Richard.tanton@ascl.org.uk">Richard.tanton@ascl.org.uk</a></p>	
ACAS LONDON AREA MEDIATOR	<p>Simon Long  Acas  22 &amp; 23 Floor  Euston Tower  286 Euston Road  London  NW1 3JJ  Tel 020 7396 5114  Email: <a href="mailto:Slong@acas.org.uk">Slong@acas.org.uk</a></p>	