

Appendix 9 – Final Stage Hearing Invite letter

Name

Address – this should be sent to home address or hand delivered unless employee has said that it is ok to send via email

Dear **xxxx**

Re: Notice of Final Stage Hearing

Further to your meeting with **xxxx** on **xxxx**, I am writing to advise you that I am arranging a final stage formal sickness hearing under the School's managing sickness procedure.

I will chair this meeting and **Name** will support me. You have the right to be accompanied by a trade union or another person (but not a paid legal representative)

Name will be presenting the management case and will be supported by **Name and Job Title**. Please find enclosed the documents that will be presented by management at the hearing.

After your last meeting with your manager/Headteacher, you were advised that they would be moving this matter onto the next stage if your attendance did not improve. It follows that, although the chair will take into account your interests and all the options available, **her/his** chief concern must be the service needs of the School. The possible outcomes of this meeting may be, as a last resort, a final written warning, redeployment, or dismissal from the School's service.

The hearing will take place on **xxxx** at xxx. Please report to **xxxx** on arrival.

It is up to you to prepare your case and arrange:

1. To be represented at the hearing at the set time
2. For any documents you wish to submit as evidence to be in my office at least 3 working days before the hearing.

In the event that you are unable to attend this hearing you may be granted a single postponement (subject to the reason given) however it will be rearranged within 5 working days of the original date. Further failure to attend will result in matters being considered in your absence on the evidence available. You may send a representative and/or provide a written submission to the chair of the panel hearing the case

Yours sincerely

Name

Job Title