# LETTER RE INVESTIGATION

Dear NAME

**Investigation**

I have been appointed Investigating Manager and have been asked to prepare an Investigatory Report and to make a recommendation whether you should be subject to a formal disciplinary meeting in relation to the following allegations:

* INSERT DETAIL OF ALLEGATIONS.

This list of allegations is not definitive and may need to change during the course of my investigation.

I enclose a copy of the Disciplinary Policy and Procedure.

**[Interview**

To assist my investigation, I would like to meet with you on DATE at TIME at SCHOOL VENUE. If you would prefer, I am happy to meet with you at home or at a neutral venue.

At our interview, I would like you to identify any people you believe I should also be interviewing or any documentation that you wish me to look for. My task is to look for evidence of innocence as well as of guilt.

You may be accompanied by an accredited trade union representative or willing work colleague on the proviso that they do not answer questions for you, and that you notify me of their identity, by at least the working day before the interview.]

OR

**[Written Questions**

At this stage I do not wish to meet with you but would like you to answer the questions attached in writing by DATE.

I would also like you to identify any people you believe I should also be interviewing or any documentation that you wish me to look for. My task is to look for evidence of innocence as well as of guilt.

You may be assisted by your trade union representative in formulating your response to my questions.]

If you consider yourself to be a person with a disability and there are reasonable adjustments you believe I can make to accommodate your disability in relation to my investigation, please do let me know as soon as possible.

You may also be able to obtain support from the Teachers’ Support Network, who can be contacted on [England: 08000 562561] [Wales: 08000 885088]. [INSERT DETAILS OF ANY LOCAL COUSELLING OR SUPPORT SERVICES AVAILABLE TO SCHOOL STAFF].

Yours sincerely

**NAME**

**Investigating Manager**

cc. Trade Union Representative