# LETTER OF SUSPENSION

Dear NAME

**Suspension**

In order to allow disciplinary allegations to be investigated effectively and thoroughly, I am [suspending you][confirming your suspension] from work with immediate effect.

Suspension is a neutral act and is not in itself a disciplinary sanction.

I attach a copy of our Disciplinary Policy and Procedure. For the purposes of the procedure, INSERT NAME is the Investigating Manager who may contact you during the period of suspension to ask for information or documents. Your cooperation will help ensure a speedy conclusion of the investigation.

During the period of suspension, you:

1. Will continue to be paid in full and receive full benefits (unless you are otherwise absent from work due to sickness or other leave and have exhausted the pay entitlements connected to your absence);
2. Must not, **without my prior permission**, discuss the fact of your suspension or the fact of or the nature of the allegations against you with anyone in or connected with the School (including pupils, parents, governors and colleagues) other than me, your school level union representative or [NAME OF LINE MANAGER] or [NAME OF INVESTIGATING MANAGER].

If you are called to an interview with the Investigating Manager or a disciplinary meeting you may then approach work colleagues for the purposes of identifying a willing work companion but only if you do not have a trade union representative.

If you are called to a formal disciplinary meeting you may then approach work colleagues as potential witnesses in support of your case.

1. Must not, **without my prior permission**, make any contact with any governor, parent or pupil at the School.

If following the investigation you are called to a formal disciplinary meeting you may then approach governors parents or pupils as potential witnesses but this must be done via the Investigating Manager to avoid any breach of the Data Protection Act or confidentiality.;

1. Should be available by phone during your normal working hours to assist with any queries relating to your work. The phone numbers we have for you are INSERT. Please let me know immediately if this information is incorrect.
2. Must not enter the school premises except with my prior permission.

The suspension will be reviewed by the [Chair of Governors] [Governors] every 10 working days. The suspension may only be lifted by the [Chair of Governors][Governors].

If you are a member of a trades union, I recommend that you seek their advice and support if you have not already done so.

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**

**[Headteacher][Chair of Governors]**

Enc. Disciplinary Policy and Procedure

cc. Investigating Manager