# LETTER INVITING TO DISCIPLINARY MEETING

Dear NAME

**Outcome of investigation – Disciplinary Meeting**

I have now completed, as far as possible, my Investigation Report and enclose a copy. You will see that I have recommended that you be subject to a formal disciplinary meeting. The Investigation Report sets out the allegations in detail (including, where relevant, dates of the alleged incidents), together with all supporting evidence.

You are therefore required to attend a formal disciplinary meeting on DATE at TIME at VENUE.

For the purposes of the disciplinary policy and procedures, the Disciplinary Manager conducting the disciplinary meeting is [the Headteacher] [the Chair of Governors] [a non-staff Governor nominated by the Chair of Governors, being INSERT NAME] [the Governors’ Disciplinary Panel which will comprise INSERT NAMES].

I will be presenting the report to the disciplinary meeting and you will have an opportunity to make any representations you wish in relation to those allegations.

**[You should note that the allegations, if proven, are sufficiently serious, either alone or taken together with other warnings or matters, to warrant the termination of your employment].**

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 meeting.

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 at the disciplinary meeting, 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

 [Disciplinary Manager]

Enc. Investigation Report