School Headed Paper

**Strictly Personal and Confidential**

**To Be Opened By Addressee Only**

DATE

Dear NAME

**Letter of Suspension**

I am writing to confirm the decision conveyed verbally to you on the DATE, that with immediate effect and until further notice, you are suspended from duty from your employment at NAME School.

Reason for Suspension

INSERT

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:

1. You 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. You 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.
3. You must not visit the school or have any contact with governors, staff (see b above) parents or pupils.  This is intended to protect you from any potential allegations of harassment/intimidation of witnesses or collusion and is therefore in your own best interests.  Failure to follow this condition could, in itself, lead to formal disciplinary action being taken against you.  You may contact me with regard to any work-related matters
4. Reasonable social contact with school colleagues is permitted provided that such contacts are off school premises and all the other terms of this suspension being respected, including the requirement for confidentiality
5. Any attempt by you, or by anyone else on your behalf, to interfere with the investigation is likely to be regarded as gross misconduct.  This applies to any such contacts whether taking place on the school premises or outside of the school.
6. 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.
7. If you are called to a formal disciplinary meeting you may then approach work colleagues as potential witnesses in support of your case. This should be done via the Investigating Manager to avoid any breach of the Data Protection Act or confidentiality.
8. If during the period of suspension you become unwell, you should inform NAME and submit sick notes in the usual manner.

You should remain available to the School at any time during your normal working hours.  If you need to be away for medical, family or other reasons you should discuss this with NAME in advance. The phone numbers we have for you are INSERT. Please let me know immediately if this information is incorrect.

During your period of suspension, NAME will act as an intermediary between you and the school and can be contacted by telephone on NUMBER or in writing at the above address.

In accordance with the School’s practice in relation to disabilities covered by the Equalities Act, I am not aware that you have a need for information to be provided to you in a different or additional format to this letter. If you do have any specific needs in relation to a disability then please contact NAME and appropriate arrangements will be made.

I have asked that the investigation in to these matters be dealt with as quickly as possible, and I will review the necessity for your continued suspension on a monthly basis. You will be contacted further in due course to inform you of progress regarding the investigation.

You are advised to rely on the support of your Trade Union. If you wish to consult a Human Resources Adviser regarding procedural matters concerning your suspension and the pending investigation, please contact NAME at Human Resources on 01274 436644.

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.

Yours sincerely

**NAME**

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

*Enc. Disciplinary Policy and Procedure*

*CC Investigating Manager*

*Human Resources*

*Trade Union (if applicable)*