**STRICTLY PERSONAL, PRIVATE & CONFIDENTIAL**

**TO BE OPENED BY THE ADDRESSEE ONLY**

NAME

ADDRESS

Date

Dear

**Invite to Suspension Consideration Meeting**

Further to our recent discussion I’d like to formally invite you to attend a meeting in school with myself. The purpose of the meeting will be to consider whether suspension from your roles in school is appropriate whilst the school investigates further allegations against you.

The meeting will take place on DATE at TIME and will be at School. You have the right to be accompanied at this meeting by a Trade Union Representative or a work colleague who would not be part of any subsequent investigation into the allegations against you. If you choose to be accompanied by a work colleague please let me know their name so that appropriate arrangements can be made for cover.

If you are a member of a Trade Union I encourage you to contact them about this meeting. It is acceptable to pass on the name of the HR Business Partner to your Trades Union who will be at this meeting if your Trade Union Representative wants to contact them to obtain any further details.

Please note that this is a Suspension Consideration Meeting and no final decision has yet been taken as to whether Suspension will be imposed, however, I have to inform you that, unless you can put forward a strong case as to why this should not happen, suspension from duty is a likely outcome to the meeting.

# 

# Reason for suspension Consideration Meeting

The allegations are:-

The above allegations are only outline allegations at this stage and may be subject to change.

Should the decision reached at the meeting be suspension you should note that suspension is not a punishment or disciplinary sanction, nor does it pre-empt any conclusions of any Management Investigation or subsequent disciplinary process, if that should be the outcome.

If you do contact your Trade Union I encourage you to remain in contact with your Trade Union who will support you through this process however, should you have any questions around the process/procedures please contact Name, HR Business Partner on 01274 436644 will be providing support to the school during this process.

Please note that you are instructed not to discuss these allegations with anyone outside your Trade Union or immediate family – if making the family aware of these allegations you will need to make them aware of the need to maintain this confidentiality as any breach of confidentiality will in itself be treated very seriously and may in itself lead to a management concern being raised.

# Terms prior to suspension review meeting:

1. It is a condition that you must not visit the school or have any contact with governors, staff (see 2, 3 & 8 below), parents or pupils prior to this meeting taking place.  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.

2.   There must be no discussion about the case or matters relating to the allegations with any member of staff, governors, parents or pupils.  (You will be allowed to discuss matters during any subsequent investigation meetings and/or any disciplinary meeting if that proves necessary in accordance with due process).  Failure to follow this condition could, in itself, lead to formal disciplinary action being taken against you.

3.   Reasonable social contact with school colleagues, not involved in these allegations, is permitted provided that such contacts are off school premises and all the other terms of this letter are respected, including the requirement for confidentiality.

4.   Any attempt by you, or by anyone else on your behalf, to interfere with this process or any investigation relating to this matter 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.

 5.   If for any reason you should need to visit the school prior to the meeting taking place, you must seek prior permission, in writing, from me.

1. You will receive your normal pay.
2. 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 me in advance and follow the schools Absence Reporting Procedures where appropriate.
3. These terms will be changed in line with any future meeting or update as appropriate.

During this interim period if you require any contact with school, you must telephone me. I will keep you informed of any developments/changes in school should any occur prior to our meeting.

Yours sincerely