

**St John Plessington Catholic College**  
**GRIEVANCE RESOLUTION POLICY AND PROCEDURE**  
**FORM GRP1**

**NOTIFICATION OF FORMAL GRIEVANCE TO THE CLERK TO GOVERNORS**

<b>Submitted by</b>	<b>Name:</b>	
	<b>Job Title:</b>	

1. I wish to formally complain about the behaviour, conduct or decisions of:

- Parents
- Pupils
- Staff (other than the Headteacher)
- Headteacher
- A Governor
- The Chair of Governors
- The Governors as a whole

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2. The details of my complaint are *(where possible please identify dates, times and names)*:

3. **EITHER** I have attempted to resolve my grievance informally by (please detail your attempts at informal resolution) **OR** I have not attempted to resolve this matter informally because *(delete where appropriate)*:

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4. In considering my grievance, I ask you to consider speaking to the following:

5. In considering my grievance, I ask you to look at the following attached documents:

6. In considering my grievance, I ask you to look for the following documents:

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7. The outcome I am seeking to resolve this grievance is:

8. During the period in which you investigate my grievance, I would like you to consider taking the following steps (if any):

9. My grievance does/does not\* include a complaint that I am subject to discrimination, bullying or harassment.

10. My grievance does/does not\* include a complaint that raises a child protection issue.

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11. I will/will not\* need special help at my Resolution Meeting.

12. My companion at the Stage 1 Resolution Meeting will be:

13. My companion cannot attend a Resolution Meeting on the following dates/times:

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**I have read the School's Grievance Resolution Policy and Procedure and am aware that false, malicious or vexatious grievances may result in disciplinary action against me for gross misconduct. I am aware that the GRP1 may be forwarded to the Diocesan Schools Commission and to the Designated Person for Child Protection. I am aware that a report on the outcome of this grievance will be submitted to the Governors.**

**Signed:**

**Print name:**

**Date:**

**OFFICE USE ONLY**

Received by Clerk to Governors on:

Stage 1 Resolution Manager:

Received by Stage 1 Resolution Manager:

Resolution Meeting held:

Refer to DSC: YES/NO

Refer to Designated Person CP: YES/NO

*\* delete as appropriate*

Effective date: April 2012  
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