##

## **Appendix 1**

**Employee’s notification of grievance**

This form should be used to submit a grievance in accordance with the formal grievance procedure, adopted by the Trust.

You should complete the form and hand it to your line manager (or more senior member of staff if your line manager is the subject of your grievance, CEO if the Headteacher is the subject of your grievance or Chair of the Board of Trustees if the CEO is the subject of your grievance). You are advised to keep a copy.

|  |  |
| --- | --- |
| Name: | Academy: |
| Post Held: | Key stage/Department/Faculty:  |
| **Describe briefly:** 1. The nature of your grievance (this should include a full description of the nature of your complaint including any relevant facts, dates and names of individuals involved)
2. On what date did you first raise your grievance, and with whom?
3. What action has been taken on your grievance at the informal stage?
4. What outcomes are you seeking? *(Please detail actions you would like taken to resolve the situation)*
5. Are you open to exploring a resolution through mediation?
 |
| Signed: |  |
| Dated: |  |