# Schools Formal Grievance

Please complete this form if you wish to raise a grievance formally (see Resolving Grievances Policy).

Name:

Job Title:

Name of Line Manager:

School:

Mobile No.:

Work No.:

Home No.:

Work e-mail address:

Home e-mail address:

Preferred method of contact:

Working days:

Set out the facts of your complaint (include specifics, e.g. date & time of any relevant incident/names of any witnesses):

What steps have you taken to resolve the matter informally?

Name of Union Representative or colleague you would like to accompany you to formal meetings:

Have you spoken to your representative about this? Yes  No

Do you give permission for contact to be made with your representative to arrange a convenient meeting date? Yes  No

What resolution are you seeking? (e.g. apology, explanation?)

Signed:       Date:

Email or post this with any supporting information to your line manager or Headteacher.

Where your grievance is about your Headteacher, please send this to the Chair of the Relevant Body.

If you are not sure who to send this to, contact your HR Adviser -   
[Pay and HR Contacts for Schools](http://schools.oxfordshire.gov.uk/cms/node/491) .