



Formal Grievance Procedure

Where informal procedures have failed to resolve the problem, you can raise a Formal Grievance


Gather evidence to support your claim for a grievance.




State your grievance in writing using the Formal Grievance Form, to a Faculty of Education Senior Manager, including the evidence to support your claim.




The Faculty of Education Senior Manager will evaluate whether the documentation is fit for purpose, and convene a Grievance Meeting if appropriate.



The Grievance Meeting will meet to discuss the formal grievance. The evidence will be put before the committee where you will have the opportunity to verbally state your case.



The outcome will be reported to you, in writing, within five days of the conclusion of the meeting.



If you are not satisfied that the outcome of the formal investigation has resolved your grievance, you may request a review within five working days.