

**APPENDIX A
EMPLOYEE GRIEVANCE FORM**

<i>Your name</i>	
<i>Job title</i>	
<i>Contact details – email, phone number etc.</i>	

Grievance (please give a full description of your grievance, use this form to help a shared understanding of your grievance and what is needed to put things right)

Remedy

We encourage you to say what you think needs to happen to resolve your grievance. You may wish to take advice from your trade union representative on what might be an appropriate remedy. Remember, once the grievance is dealt with, the outcome will be at the discretion of the Principal/Manager or the appeal panel and it may not reflect the remedy you have proposed.

Declaration

I confirm that the details above are true and that I have read and understood the Schools Grievances Procedure. I also understand that a copy of this form will usually be given to the people I name in it.

Signature

Date