

John Scurr Primary School

Cephas Street

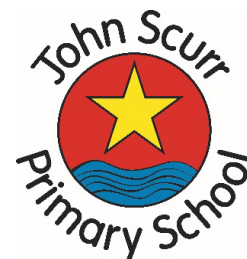
London E1 4AX

Tel: 0207 790 3647

Email: admin@johnscurr.towerhamlets.sch.uk

www.johnscurrprimary.weebly.com

Headteacher: Maria Lewington



Probation Policy & Procedure

Template Letters

Reviewed by:	General Governing Body
Date Implemented:	
Date Amended	2025
Next Review:	2026
Ratified by Governors:	2025
Governor Signature:	

CONTENTS

1.	INVITE TO FIRST PROBATION MEETING	1
2.	OUTCOME OF FIRST PROBATION MEETING	2
3.	INVITATION TO SECOND PROBATION MEETING	4
4.	OUTCOME OF SECOND PROBATION MEETING	5
5.	INVITATION TO FINAL PROBATION MEETING	7
6.	OUTCOME OF THE FINAL PROBATION MEETING -CONFIRMED IN POST	8
7.	OUTCOME OF FINAL PROBATION MEETING – DISMISSAL	9
8.	OUTCOME OF FINAL PROBATION MEETING EXTENSION OF PROBATION PERIOD	10
9.	NOTIFICATION OF THE APPEAL HEARING AGAINST EXTENSION TO PROBATION	11
10.	OUTCOME OF THE APPEAL HEARING -EXTENSION PERIOD APPEAL REJECTED	12
11.	OUTCOME OF THE APPEAL HEARING -EXTENSION PERIOD APPEAL UPHELD	13
12.	NOTIFICATION OF THE APPEAL HEARING AGAINST DISMISSAL	14
13.	OUTCOME OF THE APPEAL HEARING -DISMISSAL APPEAL REJECTED	15
14.	OUTCOME OF THE APPEAL HEARING -DISMISSAL APPEAL UPHELD	16

1. INVITE TO FIRST PROBATION MEETING

School headed paper

Private and Confidential

Name

Date

Dear *name*,

First Probation Meeting

I am writing to invite you to your first formal probation meeting this will take place on date, *time, venue*.

The purpose of this meeting is for us to have a discussion about how you are progressing in your new role and your performance to date. Please prepare for this meeting by considering your performance and think about any questions or issues in relation to your new role and settling in, that you wish to raise.

At the end of our meeting, I will complete the probation form which will reflect our discussions.

I attach a copy of the probation procedure for your information.

Yours sincerely,

Headteacher/Manager

Enc. Probation Policy

2. OUTCOME OF FIRST PROBATION MEETING

School headed paper

Private and Confidential

Name

Date

Dear *name*,

Outcome of First Probation Meeting

Following our First Formal Probation meeting, please find attached a signed copy of your probation form which sets out the progress required before next review and the specific targets and objectives for the forthcoming period.

If previous targets were set and progress has been unsatisfactory,

As you are aware, we identified a number of areas where progress has not been satisfactory, and we have identified improvements required before the second probation meeting and agreed a programme of support.

Please set out below:

- *the standards or targets expected that are not being met;*
- *clear guidance on the improvements needed;*
- *any new objectives focused on the specific weaknesses that need to be addressed,*
- *success criteria;*
- *the evidence that will be used to assess whether or not the necessary improvement has been made;*
- *support that will be available to help you improve your performance;*
- *how performance will be monitored and reviewed;*
- *timescales for an improvement to take place;*

These should accord with the probation meeting discussions. Please note that any other issues discussed, e.g. sickness, training, may be documented in this letter.

Yours sincerely,

Headteacher/Manager

3. INVITATION TO SECOND PROBATION MEETING

School headed paper

Private and Confidential

Name

Date

Dear *name*,

RE: Second Probation Meeting

I am writing to invite you to a second formal probation meeting on *date, time, venue*.

At this meeting we will review progress made since the first probation meeting. Please prepare for this meeting by considering your performance to date and think about any questions or issues in relation to your probation that you wish to raise.

Yours sincerely,

Headteacher/Manager

4. OUTCOME OF SECOND PROBATION MEETING

School headed paper

Private and Confidential

Name

Date

Dear *name*,

RE: Outcome of the Second Formal Probation Meeting

I write to confirm the outcome of the Second Formal Probation meeting which took place on *date, time, venue*. Please find attached a signed copy of your probation form which sets out the progress required before next review and the specific targets and objectives for the forthcoming period.

I am pleased to say that you have been making good progress and have achieved all of the objectives set out to date.

OR

If progress has been unsatisfactory,

As you are aware, we identified a number of areas where progress has not been satisfactory, and we have identified improvements required before the final probation meeting and agreed a programme of support.

Please set out below:

- *the standards or targets expected that are not being met;*
- *clear guidance on the improvements needed;*
- *any new objectives focused on the specific weaknesses that need to be addressed;*
- *success criteria;*
- *the evidence that will be used to assess whether or not the necessary improvement has been made;*
- *support that will be available to help you improve your performance;*
- *how performance will be monitored and reviewed;*
- *timescales for an improvement to take place;*

These should accord with the probation meeting discussions. Please note that any other issues discussed, e.g. sickness, training, may be documented in this letter.

You were advised that if the required progress is not made, then an extension to the probation period, or non-confirmation of appointment will be considered.

Yours sincerely,

Headteacher/Manager

5. INVITATION TO FINAL PROBATION MEETING

School headed paper

Private and Confidential

Name

Date

Dear *name*,

RE: Final Probation Meeting

I am writing to invite you to the final formal probation meeting on *date, time, venue*.

At this meeting we will review progress made since the second probation meeting. Please prepare for this meeting by considering your performance to date and think about any questions or issues in relation to your probation that you wish to raise.

Where a dismissal or extension of the probationary period is a possible outcome of the final probation meeting, this letter should state the reasons why the performance has been unsatisfactory to date and, notify the employee of their right to be accompanied at the meeting by a work colleague, or a trade union representative.

Where a dismissal may result, the employee should be notified of this in this letter and advised that the Headteacher will be attending the final probation meeting.

Yours sincerely,

Headteacher/Manager

6. OUTCOME OF THE FINAL PROBATION MEETING -CONFIRMED IN POST

School headed paper

Private and Confidential

Name

Date

Dear *name*,

Outcome of Final Formal Probation Meeting - Confirmation in Post

I am writing further to the Final Formal Probation Meeting on *date*. I am delighted to formally advise you of the decision to confirm you in your post of (name of post) _____ and look forward to continuing our working relationship. You will now be subject to the standard HR policies and procedures.

Yours sincerely,

Headteacher/ Manager

7. OUTCOME OF FINAL PROBATION MEETING – DISMISSAL

School headed paper

Private and Confidential

Name

Date

Dear *name*,

Outcome of Final Formal Probation Meeting - Dismissal

I am writing further to the Final Formal Probation Meeting on *date*. It has been decided that your performance remains below the required standard and is not capable of sustainable improvement. Therefore, it was decided that your probation was not successful, and you will not be confirmed into your position and consequently you will be dismissed. Your employment will end on *date*.

You have the right to appeal against this decision. If you wish to exercise that right of appeal, you should do so by writing to the Clerk to Governors within 10 working days of the date of this letter. Any written notice of appeal must explain why you wish to appeal. The grounds of appeal will normally be restricted to considering one or more of the following:

- The reasonableness of the decision made;
- Any relevant new evidence;
- Any procedural irregularities.

Yours sincerely,

Headteacher/Governor

8. OUTCOME OF FINAL PROBATION MEETING EXTENSION OF PROBATION PERIOD

School headed paper

Private and Confidential

Name

Date

Dear *name*,

Outcome of Final Formal Probation Meeting - Extension of Probation Period

I am writing further to the Final Formal Probation Meeting on *date*. As discussed at the meeting, it has been decided that there are still areas of your performance which are unsatisfactory, *please ensure details of this are set out on the accompanying probation form*.

However, it has been agreed that your probation period will be extended for a further period of *[insert period of time]* weeks to enable you to improve your performance to the required standard. Your line manager *[insert name]* will meet with you to review your support plan and put in place any further development and resources that are deemed appropriate at this stage.

After this further monitoring period has been completed, a further Final Formal Probation Meeting will be held. You are once again advised that if your performance has not met the required standard, the outcome of this meeting may result in your dismissal.

You have the right to appeal against this decision. If you wish to exercise that right of appeal, you should do so by writing to the Clerk to Governors within 10 working days of the date of this letter. Any written notice of appeal must explain why you wish to appeal. The grounds of appeal will normally be restricted to considering one or more of the following:

- The reasonableness of the decision made;
- Any relevant new evidence;
- Any procedural irregularities.

Yours sincerely,

Headteacher/Governor

9. NOTIFICATION OF THE APPEAL HEARING AGAINST EXTENSION TO PROBATION

School headed paper

Private and Confidential

Name

Date

Dear *name*,

Re: Notification of Appeal Hearing - Extension to Probation period

I write to advise you that the hearing to consider your appeal against the extension to your probation period will be held on *date, time, venue*.

The appeal will be heard by Headteacher/nominated Governor, *[insert names]*, and I will be chairing the meeting. *[Insert name]*, HR Advisor, will also be in attendance.

You have the right to be accompanied by your trade union representative or work colleague. You must make arrangements for their attendance.

You have outlined the following grounds for appeal and please note, that in accordance with the agreed procedure, the appeal will not be rehearing of the decision meeting.

Insert the staff member's grounds for appeal

Please confirm you will be attendance and the name of your trade union representative or work colleague by *[insert date and time]*.

Any written evidence should be submitted to me at least *[insert number]* working days before the date of the hearing in order for all parties to receive copies of the documentation in advance.

Yours sincerely,

Chair of Governors

CC HR, TU rep

10. OUTCOME OF THE APPEAL HEARING -EXTENSION PERIOD APPEAL REJECTED

School headed paper

Private and Confidential

Name

Date

Dear *name*,

RE: Outcome of Appeal Hearing - Extension to Probation Period

I write to confirm the outcome of your appeal hearing which took place on *date, time, venue*. I chaired the meeting and *[Insert name]*, HR Advisor was also in attendance. You were accompanied by *[name]*, your trade union representative/work colleague.

Taking account of the available evidence and the mitigation you presented, the appeal panel decided that the decision to extend your probation was reasonable in all the circumstances and therefore your appeal is rejected. Your probation will end on (date)_____. This decision is final and there is no further appeal.

Yours sincerely,

Headteacher/Nominated Governor
CC HR, TU rep

11. OUTCOME OF THE APPEAL HEARING -EXTENSION PERIOD APPEAL UPHELD

School headed paper

Private and Confidential

Name

Date

Dear *name*,

RE: Outcome of Appeal Hearing -Extension to Probation Period

I write to confirm the outcome of your appeal hearing which took place on *date, time, venue*. I chaired the meeting and *[Insert name]*, HR Advisor was also in attendance. You were accompanied by *[name]*, your trade union representative /work colleague.

Taking account of the available evidence and the mitigation you presented, the appeal panel decided that the decision to extend your probation was not reasonable in all the circumstances and therefore your appeal is upheld. Your probation will end on (date)_____.

Yours sincerely,

Headteacher/Nominated Governor
CC HR, TU rep

12. NOTIFICATION OF THE APPEAL HEARING AGAINST DISMISSAL

School headed paper

Private and Confidential

Name

Date

Dear *name*,

Re: Notification of Appeal Hearing - Dismissal

I write to advise you that the hearing to consider your appeal against your dismissal will be held on *date, time, venue*.

The appeal will be heard by a panel of three school governors, *[insert names]*, and I will be chairing the meeting. *[Insert name]*, HR Advisor, will also be in attendance.

You have the right to be accompanied by your trade union representative or work colleague. You must make arrangements for their attendance.

You have outlined the following grounds for appeal and please note, that in accordance with the agreed procedure, the appeal will not be rehearing of the decision meeting.

Insert the staff member's grounds for appeal

Please confirm you will be attendance and the name of your trade union representative or work colleague *by [insert date and time]*.

Any written evidence should be submitted to me at least *[insert number]* working days before the date of the hearing in order for all parties to receive copies of the documentation in advance.

Yours sincerely,

Chair of Governors

CC HR, TU rep

13. OUTCOME OF THE APPEAL HEARING -DISMISSAL APPEAL REJECTED

School headed paper

Private and Confidential

Name

Date

Dear *name*,

RE: Outcome of Appeal Hearing -Dismissal

I write to confirm the outcome of your appeal hearing which took place on *date, time, venue*. I chaired the meeting and *[insert names]*, school governors were also present. *[Insert name]*, HR Advisor was also in attendance. You were accompanied by *[name]*, your trade union representative/work colleague.

Taking account of the available evidence and the mitigation you presented, the appeal panel does not consider your performance has reached the required standard. Therefore, the panel has decided to uphold your dismissal with effect from *[date]*.

For Community and VC schools

I can confirm that the Local Authority has already confirmed the decision to dismiss you.

Yours sincerely,

Chair of Governors

CC HR, TU rep

14. OUTCOME OF THE APPEAL HEARING -DISMISSAL APPEAL UPHELD

School headed paper

Private and Confidential

Name

Date

Dear *name*,

RE: Outcome of Appeal Hearing

I write to confirm the outcome of your appeal hearing which took place on *date, time, venue*. I chaired the meeting and *[insert names]*, school governors were also present. *[Insert names]*, HR Advisor was also in attendance. You were accompanied by *[name]*, your trade union representative /work colleague.

Taking account of this evidence and the mitigation you presented, it has been decided that the decision to dismiss you, was disproportionate in the circumstances.

Insert reasons why

Therefore, it has been agreed that the decision to dismiss you will be overturned and you will be reinstated in your role of *[insert job title]* with effect from today's date.

For Community and VC Schools

The Local Authority will be notified that the decision to dismiss has been overturned at appeal.

Yours sincerely

Chair of Governors
CC HR, TU rep