



Woodlane High School

achieving success in a nurturing environment

Probationary Policy

Updated: September 2026

Next Update: June 2029

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1 Introduction

- 1.1 This policy allows a new employee (as described at paragraph 2, below) and Woodlane High School to assess objectively whether or not the employee is suitable for the role. The school believes that the use of probationary periods increases the likelihood that new employees will perform effectively in their employment.
- 1.2 The Lead Practitioner/ Senior TA/ Line Manager is responsible for ensuring that all new employees are properly monitored during their probationary period. If any problems arise, the Lead Practitioner/ Senior TA/ Line Manager should address these promptly and in accordance with the policy, and the employee should be made aware that some aspects of their performance, conduct, or attendance is unsatisfactory. This will help prevent the problem from escalating and, hopefully, lead to sufficient improvement.
- 1.3 Where the employee is the headteacher or principal, the chair of governors shall be responsible for managing the probation process and determining whether their employment is confirmed or their employment is terminated.
- 1.4 This policy does not form part of any employee's contract of employment and may be amended at any time.

2 Scope

This policy applies to all new staff (including teaching and support staff). It does not apply to workers, contractors, consultants or any self-employed individuals working for the organisation.

3 Length of probation

The length of the probationary period applicable to an employee will be as set out in the contract of employment of that employee. In most cases, this will be the first three months/twelve working weeks, excluding school holiday periods in which the employee is not required to work.

4 Terms of employment during the probationary period

- 4.1 During the probationary period, employees will be subject to all the terms and conditions of their contracts of employment, with the exception of those terms noted below.

- 4.2 Attendance, conduct (including matters that could potentially amount to gross misconduct) and capability issues will be managed under this policy during the probationary period. For the avoidance of doubt, the school/LA's sickness absence, disciplinary and capability policies shall not apply during an employee's probationary period.
- 4.3 The amount of notice that an employee must give to the school, if they wish to resign, and the amount of notice that the school must give to the employee of dismissal are different during probation. During probation, either party may terminate the employee's contract of employment by giving one week's notice, unless otherwise detailed within the contract. In the event that the school decides to terminate the employee's employment, their employment will normally come to an end immediately and the employee will receive pay in lieu of the notice together with any outstanding holiday pay. Once the probationary period has been completed, the notice periods will be as defined in the employee's contract of employment.

5 Line managers' responsibilities

- 5.1 Under this policy, the Lead Practitioner/ Senior TA/ Line Manager has responsibility for monitoring an employee's performance, conduct, attendance and progress during the probationary period.
- 5.2 The Lead Practitioner/ Senior TA/ Line Manager should ensure that the employee is properly informed at the start of their employment about what is expected of them during probation, for example:
- 5.2.1 The required targets or standards of performance they will be expected to meet.
- 5.2.2 The expectations in terms of their conduct/attendance.
- 5.3 The Lead Practitioner/Senior TA/Line Manager is also responsible for putting in place a plan to support the successful start to any new role including, where appropriate, the training that will be provided to the employee.

6 Reviews during probation

- 6.1 The Lead Practitioner/ Senior TA/ Line Manager should meet with the employee to review and assess the employee's performance, capability, conduct, attendance and suitability for the role every three weeks during the employee's probation, and again at the end of the probationary period. During the meeting:

- 6.1.1 The Lead Practitioner/ Senior TA/ Line Manager will discuss progress and provide feedback to the employee.
 - 6.1.2 The employee will be able to provide a response to the matters raised.
 - 6.1.3 The Lead Practitioner/ Senior TA/ Line Manager will complete the probationary form and give a copy to the employee within 2 working days.
- 6.2 In addition to the review meetings outlined above, the Lead Practitioner/Senior TA/Line Manager should provide regular feedback to the employee about their performance and progress. Should there be any problem areas, these should be raised with the employee as soon as possible, allowing the employee to respond, with a view to resolving them. The Lead Practitioner/ Senior TA/ Line Manager is also responsible for providing guidance and support, and for identifying and arranging any necessary support, training, or coaching that is relevant to the role.

7 Irregularities discovered during the probationary period

- 7.1 If, during an employee's probation, it is suspected or established that the employee does not have the qualifications, experience, or knowledge that they claimed to have at the time of recruitment, the matter will be discussed with the employee to establish the facts.
- 7.2 If the evidence suggests that the employee misrepresented their abilities in any way, the school will terminate the employment giving one week's pay in lieu of notice, unless it amounts to gross misconduct, in which case the employment will be terminated with immediate effect and without pay in lieu of notice (see paragraph 11.4.2).

8 End of probation - final review meeting

- 8.1 Shortly before the end of the probationary period, the Lead Practitioner/Senior TA/Line Manager should meet with the employee to conduct a final review of their performance, conduct, attendance and suitability for the job. This meeting will follow the format set out in paragraph 6.1, above.

8.2 Where the Lead Practitioner/ Senior TA/ Line Manager considers that satisfactory progress may not have been made during the probationary period, the employee will be invited to that meeting in writing (with 5 working days' notice), and the possible outcomes of the meeting will be explained. If one is available, the employee will also be able to bring a work colleague or a trade union representative to that meeting although, ordinarily, no rearrangements will be made to the time and date of the meeting.

8.3 The possible outcomes of the meeting are:

8.3.1 The employee's suitability for the role is determined to be satisfactory and the probationary period is successfully completed. The employee will be confirmed in role with immediate effect.

8.3.2 The employee's probationary period is extended (see paragraph 9 below).

8.3.3 The employee's suitability for the role is determined not to be satisfactory and a recommendation for termination is made to the headteacher (see paragraph 11 below).

9 Extending probationary periods

9.1 In most cases, three months/twelve working weeks, excluding school holiday periods in which the employee is not required to work should be an adequate period of time to effectively assess an employee's suitability for the role. However, if the Lead Practitioner/ Senior TA/ Line Manager determines, as an outcome of the meeting held under paragraph 8 above, that the employee's performance, conduct, attendance or suitability for the job has not been satisfactory then, the school may, at its discretion, decide to extend an employee's period of probation, before the original probationary period comes to an end. This will only be considered where an extension is genuinely likely to enable the employee to meet the required standards and may be in circumstances where:

9.1.1 The Lead Practitioner/ Senior TA/ Line Manager considers that meaningful progress has taken place during the probationary period and that, with continued support it is likely that an extension to the probationary period will lead to the employee achieving a satisfactory standard.

9.1.2 The employee or Lead Practitioner/ Senior TA/ Line Manager has been absent from the workplace for an extended period of 30 calendar days or more during the probation.

9.2 This will normally be limited to one extension. The length of the extension will be between two to four weeks which may be calendar or working weeks depending on the circumstances at the relevant time.

- 9.3 In extraordinary circumstances, the school may grant a further extension beyond the initial extension period, for example, where an employee has been unable to attend work during the extension due to a disability related absence and there has therefore been insufficient opportunity to assess their performance.
- 9.4 Before extending an employee's probationary period, the Lead Practitioner/ Senior TA/ Line Manager should consult with the headteacher, depending on who is making a decision to extend.
- 9.5 If an extension to the probationary period is agreed, the school will confirm the terms of the extension in writing to the employee, including:
- 9.5.1 The length of the extension and the date on which the extended period of probation will be reviewed, and when it will end.
 - 9.5.2 The reason for the extension, and if the reason is unsatisfactory performance, details of how and why performance has fallen short of the required standards.
 - 9.5.3 The performance standards or objectives that the employee is required to achieve by the end of the extended period of probation.
 - 9.5.4 Any support, for example, further training, that will be provided during the extended period of probation.
 - 9.5.5 A statement that if the employee does not meet fully the required standards, by the end of the extended period of probation, their employment will be recommended for termination to the headteacher.

10 Extended probationary period - final review meeting

- 10.1 Shortly before the end of any agreed period of extension, a further final review meeting will take place. The same arrangements for notification, format of the meeting, and being accompanied will apply as set out for a final review meeting at paragraphs 8.1 and 8.2 above.
- 10.2 The possible outcomes of the meeting are:
- 10.2.1 The employee's suitability for the role is determined to be satisfactory and the probationary period is successfully completed. The employee will be confirmed in role with immediate effect.
 - 10.2.2 The employee's suitability for the role is determined not to be satisfactory and employment is recommended to the headteacher for termination (see paragraph 11 below).

- 10.3 Where a decision is taken to terminate the employee's employment, the headteacher will write to the employee, confirming the termination and the reason for it. The employee will be given an opportunity to appeal the decision.

11 Termination of employment

- 11.1 Ordinarily it is the school's policy to allow the employee to complete the designated period of probation rather than terminating employment before the probation has come to an end. This is to give the employee a full opportunity to come up to the required standards. If, however, there is clear evidence prior to the end of the period of probation that suggests the employee is wholly unsuitable for the role, or there are concerns that are unlikely to improve, the employment may be terminated early. This would also apply to incidents of gross misconduct that happen during the probationary period (see section 11.4.2).

- 11.2 During the probationary period, termination of employment will be with one week's pay in lieu of notice, unless otherwise detailed within the contract. Where the school decides to terminate employment, ordinarily this will be by paying the employee in lieu of their notice period together with any outstanding holiday pay, which means that employment will come to an end immediately. This paragraph does not apply in cases where employment is terminated for gross misconduct resulting in immediate dismissal without notice or without payment in lieu of notice (summary dismissal).

11.3 Performance

If an employee's performance, while on probation, has been unsatisfactory (despite support from the Lead Practitioner/ Senior TA/ Line Manager and it is thought unlikely that further training or support would lead to a satisfactory level of improvement, the employment will be terminated at the end of the period of probation. Where the concerns are considered serious and have not improved, despite support, the employment may be terminated prior to the end of the period of probation, or at an earlier point if appropriate.

11.4 Conduct

- 11.4.1 If an employee's conduct, while on probation, has been unsatisfactory (despite support from the Lead Practitioner/ Senior TA/ Line Manager), and it is thought unlikely that further training or support would lead to a satisfactory level of improvement, the employment will be terminated at the end of the period of probation, or at an earlier point if appropriate.

- 11.4.2 If, during the probationary period, an allegation potentially amounting to gross misconduct is made, the facts will be investigated and a meeting held with the employee to make a decision. Where the allegations are

considered proven, the employment will be terminated with immediate effect and without notice or pay in lieu of that notice. Gross misconduct is a serious breach of contract and includes misconduct which, in the opinion of the school, is likely to prejudice its business or reputation, or irreparably damage the working relationship and trust between the school and the employee. Although allegations of gross misconduct during the probationary period are dealt with under this policy, reference may be made to the examples of gross misconduct set out in the LA's disciplinary policy where appropriate. However, allegations in relation to safeguarding will be considered alongside and in accordance with the child protection and safeguarding policy.

11.5 Attendance

If an employee's attendance, while on probation, has been unsatisfactory (despite support from the Lead Practitioner/ Senior TA/ Line Manager) and it is thought unlikely that further support or reasonable adjustments would lead to a satisfactory level of improvement, the employment will be terminated at the end of the period of probation, or at an earlier point if appropriate.

12 Appeals against termination of employment

- 12.1 Should an employee wish to appeal against a decision to terminate their employment only, they must write to the headteacher within five working days of receiving the decision to terminate the employment. The employee must state the grounds of their appeal in full.
- 12.2 The headteacher will consider the appeal. The appeal may be considered on the basis of written submissions alone, or in exceptional circumstances through an appeal meeting, at the discretion of the school. The school will notify the employee of the format of the appeal in advance.
- 12.3 The outcome of an appeal will be confirmed in writing; this will make it clear that there is no further internal right of appeal. Where the employment of the headteacher is terminated, they should appeal to the chair of governors who will make arrangements for the appeal to be considered.

13 Confidentiality and data protection

- 13.1 It is the aim of the school to deal with matters under this policy sensitively and with due respect for the privacy of any individuals involved. However, it needs to be recognised that, in supporting employees through this process, some degree of

information sharing is likely to be necessary to quality assure the operation and effectiveness of the process. All employees must treat any information communicated to them in connection with the process as confidential.

- 13.2 During any action under this policy, the school will collect, process and store personal data in accordance with our data protection policy. The data will be held securely and accessed by and disclosed to individuals only for the purposes of actions taken under the policy. Records will be kept in accordance with our staff privacy notice, our data protection policy, and in line with the requirements of the data protection legislation (being (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time in the UK; and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018).

Appendix 1 – Summary of Probationary Period

1. Initial Meeting (within first week of employment)

- Set expectations, objectives and support arrangements
- **Complete Initial Probation Meeting Form** (*share with employee within 2 working days*)

2. Review Meetings (Weeks 3, 6 and 9)

- Review performance, conduct, attendance and progress
- Identify concerns and agree actions/support
- **Complete Probation Review Form after each meeting** (*share with employee within 2 working days*)

3. Final Review Meeting (Week 12)

- Assess overall suitability for the role
- Consider evidence from the probation period
- Confirm outcome
- **Complete Final Probation Review Form** (*share with employee within 2 working days*)

Final Decision Outcomes

- Confirm successful completion of probation and employment (**headteacher to issue confirmation letter**) – *process ends here.*
- Extend probation (2–4 weeks where appropriate) (**Lead Practitioner/ Senior TA/ Line Manager to issue extension letter** (*proceed to section 4 below*))
- Possible termination of employment (*proceed to section 5 below*)

4. Where Probation is Extended

- Extension period of 2–4 weeks (*where concerns are significant and improvement is unlikely, the formal probation review meeting process may be followed instead of extending the probation period*).
- Clear expectations and support provided
- **Complete Probation Extension Form** (*share with employee within 2 working days*)

At the end of the extension period:

- Final review meeting held
- **Complete Extension Final Review Form** (*share with employee within 2 working days*)

Final decision:

- Confirm successful completion of probation and employment (**headteacher to issue confirmation letter**) – *process ends here.*
- Possible termination of employment (*proceed to section 5 below*)

5. Where Termination is Being Considered (Including Early Termination)

- Where termination is being considered, a formal probation review meeting will take place before a recommendation to the headteacher is made.
- The employee will be invited to a Formal Probation Review – At Risk of Termination meeting (**send letter**) with the Lead Practitioner / Senior TA / Line Manager and a Deputy or Assistant Head
- The concerns and possible outcome (recommendation for termination) will be clearly outlined
- The employee will be given a full opportunity to respond
- The employee may be accompanied by a trade union representative or work colleague
- **Assistant/Deputy Head to Complete Formal Probation Review Meeting – At Risk of Termination form (*share with employee within 2 working days*)**
- Following the meeting, the recommendation will be reviewed by the headteacher and the decision will be confirmed in writing, including:
 - The reason for termination
 - The employee's right of appeal

Appendix 2 – Meeting Templates

Initial Probation Meeting (within first week of employment)	
Employee Name:	
Job Title:	
Start Date:	
Reviewer:	
Date of Meeting:	
Role Expectations	
Key Duties:	
<i>The job description was discussed in this meeting.</i>	
Performance Standards:	
<i>The following were discussed in this meeting:</i> - Book Look: Features of exceptional progress and learning over time - Features of exceptional teaching and learning - Features of exceptional TA and Apprentice support - Progress and outcomes - The pay and appraisal policies	
Conduct Expectations:	
<i>The child protection and safeguarding policy was discussed in this meeting,</i> <i>The staff code of conduct was discussed in this meeting.</i>	
Attendance Expectations:	
<i>The following were discussed in this meeting:</i> - The employee is expected to maintain regular and reliable attendance throughout the probation period - Any absence must be reported in line with the school's absence reporting procedures - The employee should make reasonable efforts to minimise absence, where possible - Attendance levels will be monitored and discussed at each review meeting - Unacceptable levels of absence may impact the outcome of the probation period - The employee is expected to arrive on time and be ready to start work	
Probation Objectives	
Objective 1	
Objective 2	

Objective 3	
Support and Training:	
Induction Provided:	
Review Schedule:	Week 3 review date: Week 6 review date: Week 9 review date: Final review date:
Reviewer Comments:	
Employee Comments:	
Date:	
Employee Signature:	
Reviewer Signature:	

Review Meeting (used for weeks 3, 6, 9)	
Employee Name:	
Job Title:	
Review Period (Week 3/ 6/ 9)	
Reviewer:	
Date of Meeting:	
Performance Review (note any strengths and areas for improvement)	
Key Duties:	
Performance:	
Conduct:	
Attendance:	
Probation Objectives (note any strengths and areas for improvement)	
Objective 1	
Objective 2	
Objective 3	
Reviewer Comments:	
Are there any concerns?	

What actions will the employee take to tackle these concerns?	
What training and support will be provided?	
Overall assessment (on track/ some concerns/ at risk)	
Employee Comments:	
Date:	
Employee Signature:	
Reviewer Signature:	

Final Probation Review Meeting (week 12)	
Employee Name:	
Job Title:	
Reviewer:	
Date of Meeting:	
Summary of Performance over the Probation Period (note any strengths and areas for improvement)	
Key Duties:	
Performance:	
Conduct:	
Attendance:	
Probation Objectives (note any strengths and areas for improvement)	
Objective 1	
Objective 2	
Objective 3	
Reviewer Comments:	
Summary of support and training provided:	

Overall assessment of suitability for role:	
Recommended outcome: - <i>confirm successful completion of probation and continued employment</i> - <i>extend probation (2–4 weeks where appropriate)</i> - <i>recommendation for termination of employment</i>	
Rationale for decision: <i>(provide clear reasons for the recommended outcome, particularly where extending or recommending for termination)</i>	
Employee comments:	
Date:	
Employee Signature:	
Reviewer Signature:	

Extension Review Meeting (start of extension)	
Employee Name:	
Job Title:	
Reviewer:	
Date of Meeting:	
Performance (note clear areas for improvement)	
Key Duties:	
Performance:	
Conduct:	
Attendance:	
Probation Objectives (note clear areas for improvement)	
Objective 1	
Objective 2	
Objective 3	
Reviewer Comments:	
What actions will the employee take to tackle these concerns?	
What training and support will be provided?	

Expectations during extension period: <i>(set out clearly what needs to be achieved and by when)</i>	
Consequences of not meeting required standards	Failure to meet the required standards by the end of the extension period may result in termination of employment.
Final Review meeting date:	
Employee comments:	
Date:	
Employee Signature:	
Reviewer Signature:	

Final Probation Review Meeting (following extension period)	
Employee Name:	
Job Title:	
Reviewer:	
Date of Meeting:	
Summary of Performance over the Probation Period (note any strengths and areas for improvement)	
Key Duties:	
Performance:	
Conduct:	
Attendance:	
Probation Objectives (note any strengths and areas for improvement)	
Objective 1	
Objective 2	
Objective 3	
Reviewer Comments:	
Summary of support and training provided:	
Overall assessment of suitability for role:	

Recommended outcome: - <i>confirm successful completion of probation and continued employment</i> - <i>recommendation for termination of employment</i>		
Rationale for decision: <i>(provide clear reasons for the recommended outcome, particularly where extending or recommending for termination)</i>		
Employee comments:		
Date:		
Employee Signature:		
Reviewer Signature:		

Formal Probation Review Meeting – At Risk of Termination (may be used at the mid or end point of the process)	
Employee Name:	
Job Title:	
Reviewer:	
Date of Meeting:	
Reason for meeting (<i>outline why early termination is being considered</i>):	
Summary of Concerns (clearly set out concerns identified to date)	
Key Duties:	
Performance:	
Conduct:	
Attendance:	
Reviewer Comments:	
Summary of evidence:	
Summary of support and training provided:	
Overall assessment of suitability for role:	
Employee Response:	

Recommended outcome: - <i>continue probation with specific actions (if appropriate)</i> - <i>recommendation for termination of employment</i>	
Rationale for decision: <i>(provide clear reasons for the recommended outcome, particularly where extending or recommending for termination)</i>	
Please note, where there has been a recommendation for termination, the outcome will be made by the headteacher and confirmed in writing following the meeting.	
Date:	
Employee Signature:	
Reviewer Signature:	

Appendix 3 – Letter Templates (on letterhead)

Dear [Employee Name]

RE: Confirmation of Successful Probation

Following your probation review meeting, I am pleased to confirm that you have successfully completed your probation period.

Your performance, conduct, and attendance have met the required standards, and you have demonstrated your suitability for the role of [Job Title].

With effect from [date], your appointment is confirmed, and you will continue in your role on a permanent basis in accordance with the terms and conditions of your employment.

Your contractual notice period will now apply as set out in your contract of employment.

I would like to take this opportunity to congratulate you and thank you for your contribution during your probation period. We look forward to your continued success at the school.

If you have any questions, please do not hesitate to contact me.

Yours sincerely

Claire Maynard
Headteacher

Dear [Employee Name]

RE: Extension of Probation Period

Following your probation review meeting held on [date], I am writing to confirm that your probation period will be extended.

This decision has been made because your performance has not yet met the required standard in the following areas:

- [Performance / conduct / attendance – specify clearly]
- [Further detail as appropriate]

During your probation period, these concerns have been discussed with you, and support has been provided to assist your development.

Extension Period

Your probation period will be extended for [2–4 weeks] and will now end on [new end date].

Required Improvements

During the extension period, you are expected to demonstrate improvement in the following areas:

- [Clear improvement target 1]
- [Clear improvement target 2]
- [Clear improvement target 3]

Support Provided

During this period, the following support will be provided to you:

- [Training / coaching / supervision]
- [Additional support measures]

Monitoring and Review

Your progress will be monitored closely during this extension period. A final review meeting will take place on [date], at which your overall suitability for the role will be assessed.

Outcome

Please note that if the required improvements are not demonstrated by the end of the extension period, your employment may be terminated.

If you have any questions regarding this letter or the extension of your probation period, please do not hesitate to contact me.

Yours sincerely

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[Name]

[Job Title – Lead Practitioner/ Senior TA/ Line Manager]

Dear [Employee Name]

RE: Formal Probation Review Meeting – At Risk of Termination

You are invited to attend a formal probation review meeting on [date] at [time], to be held at [location].

The purpose of this meeting is to discuss concerns regarding your [performance / conduct / attendance], which have been raised during your probation period.

At this meeting, these concerns will be reviewed, and you will have the opportunity to respond. One possible outcome of this meeting is recommendation to the headteacher to terminate your employment.

You may be accompanied at this meeting by a trade union representative or work colleague.

This meeting will not normally be rescheduled.

Yours sincerely

[Name]
[Assistant/Deputy Head]

Dear [Employee Name]

RE: Termination of Employment

Following the probation review meeting held on [date], consideration of the recommendation made by the [Lead Practitioner / Senior TA / Line Manager], and having considered the discussion at the subsequent formal probation review meeting held on [date] with the [assistant/ deputy head] [name], I have carefully reviewed the evidence and am writing to confirm the outcome.

I have carefully considered the evidence and it has been determined that you have not met the required standards for the role of [Job Title] during your probation period. In particular, concerns remain in the following areas:

- [Performance / conduct / attendance – specify clearly]
- [Further detail as appropriate]

These concerns have been discussed and documented at review meeting throughout your probation period, and support has been provided to assist your development. However, sufficient and sustained improvement has not been demonstrated. As a result, the decision has been made to terminate your employment.

Notice

In accordance with your contract of employment, your employment will terminate with one week's notice/ payment in lieu of notice. Your final day of employment will be [date]. You will receive payment for any outstanding salary and accrued holiday entitlement.

Right of Appeal

You have the right to appeal against this decision. Should you wish to do so, you must submit your appeal in writing to me within five working days of receiving this letter, clearly stating the grounds for your appeal. This will be considered and you will be notified in writing of the outcome within five working days

I appreciate that this may be disappointing news and would like to thank you for your efforts during your time at the school.

Yours sincerely

Claire Maynard
Headteacher

Dear [Employee Name]

RE: Appeal Outcome – Probationary Dismissal

Following receipt of your appeal dated [date], I have considered the grounds you raised in relation to the decision to terminate your employment during your probation period.

I have reviewed the information available, including the documentation from your probation period, the outcome of the probation review meeting, and the points you raised in your appeal.

After careful consideration, I have concluded that the decision to terminate your employment was reasonable and that the process followed was fair. Therefore, your appeal is not upheld, and the original decision stands.

This decision is final, and there is no further right of appeal.

I appreciate that this may be disappointing, and I would like to thank you for your efforts during your time at the school.

Yours sincerely

Claire Maynard
Headteacher

Dear [Employee Name]

RE: Outcome of Appeal – Probationary Dismissal (Appeal Upheld)

Following receipt of your appeal dated [date], I have considered the grounds you raised in relation to the decision to terminate your employment during your probation period.

I have reviewed the documentation from your probation period, the outcome of the probation review meeting, and the points you raised in your appeal.

After careful consideration, I have concluded that your appeal is upheld. As a result, the decision to terminate your employment has been overturned.

Outcome and Next Steps

You will be reinstated to your role of [Job Title] with effect from [date]. Further to this, your probation period will [continue / be extended] to allow for continued monitoring and support. The arrangements for this will be confirmed with you separately.

I appreciate your engagement with the appeal process and look forward to supporting you moving forward.

Yours sincerely

Claire Maynard
Headteacher