



*SZKOŁA PRZEDMIOTÓW OJCZYSTYCH  
IM. MIKOŁAJA REJA  
MIKOŁAJ REJ POLISH SCHOOL  
P.O. BOX 57919, LONDON W4 3RW  
REGISTERED CHARITY: 1181738*

[www.polskaszkolachiswick.org](http://www.polskaszkolachiswick.org)

---

## **Grievance Procedure**

(Updated **May** 2020. Next Review May 2023)

Parents Association of Mikolaj Rej Polish School is committed to ensuring that all individuals, whether paid, voluntary or Trustees have no reason to complain. It is inevitable however, that problems may arise from time to time.

If an individual is dissatisfied with any aspect of the work they carry out for the School, they should try and resolve the matter informally by discussing it with their immediate supervisor. If this person is not appropriate, then the individual should seek their supervisor's manager, the head teacher, or a Trustee.

### **What is a Grievance Procedure?**

A grievance procedure is a procedure designed to help the School resolve any grievances raised by individuals working at the school if it cannot be resolved informally. It is set out below.

### **Statement of Grievance**

The grievance should be presented in writing and given to the Vice Chair of the Trustees.

### **Meeting**

- A meeting will be arranged to discuss the matter and will normally take place within 14 days of receiving the grievance. This time period is necessary to reasonably consider the grievance.
- You must take all reasonable steps to attend the meeting.
- You may choose to be accompanied at that meeting by a colleague. If the person you wish to attend the meeting with you is unavailable on the date proposed, you must suggest a reasonable alternative time within seven days following the original date of the meeting.
- During the meeting, your grievance will be discussed. Both sides will have an opportunity to present and explain their views. If you choose to be accompanied, your companion may address the meeting and you will be allowed to confer, but they will not be allowed to answer questions on your behalf.
- You will be informed in writing of the School's decision within seven days of the meeting having taken place.

### **Appeal**

- You are entitled to appeal against the decision.
- Your appeal should be made in writing within seven days of receiving the School's decision and be given to the Chair of Trustees.
- The appeal should set out the aspects of the decision you are challenging and why.
- A meeting will be organised to discuss your appeal. Appeals will normally be heard by the Chair of the Parents' Association of the School.
- You must take all reasonable steps to attend the meeting. As at the first meeting, you may choose to be accompanied.

- You will be informed of the School's final decision within seven days of the meeting having taken place.

### **Additional Steps**

The School may take some additional steps where it is thought that this will be helpful, such as holding more than one meeting, or adjourning a meeting so that further investigations can take place

### **If you have stopped working at the School**

This procedure also applies where you have already left the School. However, if both parties agree, a shorter procedure can be implemented. Under the shorter procedure, you should send your written grievance to the Vice Chair who will reply with the School's response in writing.

### **Status of this procedure**

This policy is not part of your contract of employment and does not create contractual rights or obligations. It may be amended by the School at any time.