

# Long Sutton Primary School

## Staff Discipline, Conduct and Grievance Policy



### Aims

The Governing Body of Long Sutton Primary school wishes to provide an effective mechanism for handling staff discipline, conduct and grievances in a prompt and efficient manner that addresses issues fairly. The majority of issues should be resolved through informal discussions and conciliation without the need to invoke the formal stages of any procedures.

### Manual of Personnel Practice

The Manual of Personnel Practice produced by Hampshire County Council contains policies and procedures which have been designed for use in Hampshire's maintained schools and which have been subject to detailed discussion with Hampshire's professional associations and trade unions. This Manual has been adopted by Long Sutton Primary School.

### Discipline

Long Sutton Primary School adopts the Disciplinary Procedure and Model Disciplinary Rules contained in The Manual of Personnel Practice. This document is available to staff on request from the school office.

### Grievance

Long Sutton Primary School adopts the Grievance Procedure contained in The Manual of Personnel Practice. This document is available to staff on request from the school office.

Signed: ..... Headteacher

Signed: ..... Chair of Governors

Date of Review:

Date of Next Review: