



Grievance Procedure and Appeal against Disciplinary Procedure

Stage 1: Informal approach

Grievance is defined as some action that the employer or a colleague has taken which affects him or her and which the employee considers has been taken for some reason that is not connected with the way he or she is doing the job. Employees should be encouraged to raise these issues informally. This may resolve the problem quickly and protect good working relations. However, if this informal approach is not successful then the employee must formally raise the grievance.

Stage 2: Pre-school Manager

The issue should first be raised with the manager and if the matter is not resolved within five working days, it should be referred to stage 3.

Stage 3: Written Statement

If there is failure to agree under stage 2, the employee must set out his or her grievance in writing and send a copy to the manager and the Directors of Mill Grove – Keith & Ruth White. The employee will be invited to a meeting which shall take place as soon as is mutually convenient and not more than 28 days from the receipt of the statement. The employee has a duty to attend and has the right to be accompanied by a colleague or employee official. After the meeting the employee will be informed of the decision regarding the grievance and an appeal meeting will be offered if the decision goes against him or her.

Dismissal cannot be the subject of a grievance procedure.

Stage 4: Appeal Meeting

If the employee is still dissatisfied, he or she should tell the manager that they would like to appeal against the decision or lack of one. A further meeting will be arranged with the manager and the Directors of Mill Grove Christian Charitable Trust. The outcome of this meeting is final.

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