

Probation Toolkit

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1.0 Probationary Period – 2 Month Review Form

PERSONAL DETAILS					
Surname:				First Name:	
Mr / Mrs / Miss / Ms (<i>Delete as Appropriate</i>)				Pay Reference Number:	
Other:					
WORK DETAILS					
School Name:					
Job Title:				Head Teacher / Line Manager:	
REVIEW					
Criteria: (Criteria below are examples only. Schools can enter their own criteria here)	Value:				Comments:
	Poor	Satisfactory	Good	Excellent	
General level of ability in performance of the job role					
Relationship with colleagues, pupils and parents					
Punctuality and timekeeping					
Absence and attendance, including sickness absence					
Quality of work and level of output					
Ease in performing requirements of the role (<i>Refer to Job Description</i>)					
Overall interest in the role and job					
Level of enthusiasm and commitment demonstrated					

Ability to demonstrate initiative and take responsibility					
Appraisal – achievement of goals					
Appraisal – demonstration of Values & Behaviours					
AGREED ACTIONS					
Points to be Actioned:	By Whom:			Date to be Achieved:	
FURTHER COMMENTS <i>(Any Further Comments)</i>					
Head Teacher / Line Manager:					
Employee:					
Signed Employee:				Date:	
Signed Head Teacher / Line Manager:				Date:	

2.0 Probationary Period – 4 Month Review Form

PERSONAL DETAILS					
Surname:				First Name:	
Mr / Mrs / Miss / Ms <i>(Delete as Appropriate)</i> Other:				Pay Reference Number:	
WORK DETAILS					
School Name:					
Job Title:				Head Teacher / Line Manager:	
REVIEW					
Criteria: (Criteria below are examples only. Schools can enter their own criteria here)	Value:				Comments:
	Poor	Satisfactory	Good	Excellent	
General level of ability in performance of the job role					
Relationship with colleagues, pupils and parents					
Punctuality and timekeeping					
Absence and attendance, including sickness absence					
Quality of work and level of output					
Ease in performing requirements of the role <i>(Refer to Job Description)</i>					
Overall interest in the role and job					
Level of enthusiasm and commitment demonstrated					
Ability to demonstrate initiative and take responsibility					
Appraisal – achievement of goals					

Appraisal – demonstration of BCC Values & Behaviours					
AGREED ACTIONS					
Points to be Actioned:	By Whom:			Date to be Achieved:	
FURTHER COMMENTS <i>(Any Further Comments)</i>					
Head Teacher / Line Manager:					
Employee:					
Signed Employee:				Date:	
Signed Head Teacher / Line Manager:				Date:	
RECOMMENDED - For appointment to established staff?				YES / NO	
Name:			Job Title:		
Signed:			Date:		
APPROVAL - For appointment to established staff?				YES / NO	
Name:			Job Title:		
Signed:			Date:		

3.0 Successful Completion Letter

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Probationary Period – Successful Completion

Dear <Name>,

I am pleased to advise that you have successfully completed your probationary period and accordingly you will be transferred to the established staff with effect from **[Insert Date]**.

This will complete your probationary period with the **[School Name]**.

I wish you continued success in your role and your career with **[School Name]**.

Yours sincerely

[Insert Name]

[Insert Job Title]

4.0 Outcome of Probation Review Meeting

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Outcome of Probationary Review Meeting

Dear [Name],

I am writing to confirm the outcome of our Probationary Review meeting held on **[Insert Date]**. During the meeting we discussed the concerns I have had regarding the **[standard of performance/conduct] (delete as appropriate)** which you have demonstrated **[recently/since joining School Name] (delete as appropriate)**.

I went through a number of examples with you which have given me cause for concern. Some examples of these are:

- **[Insert Brief Examples]**
- **[Insert Brief Examples]**

You were given the opportunity to explain why your **[performance/conduct] (delete as appropriate)** has not been to an acceptable level to which your response was **[Insert reasons]**. We discussed in detail the improvements in your **[performance/conduct] (delete as appropriate)**, which needs to be achieved and agreed specific objectives for the next **[insert agreed monitoring period]** weeks. These objectives are included in the enclosed action plan and set out a clear timeframe for their achievement.

We also identified some specific training needs and the support that will be provided to enable you to achieve the improvements required. If you require any clarification on either the above or the action plan then please raise these with me as soon as possible. **[Insert appropriate name]** will be responsible for monitoring your **[performance/conduct] (delete as appropriate)** during this timeframe **(if applicable)**.

You should be aware that if you do not achieve these objectives in the time given, we may need to progress to a Formal Probationary Hearing during which consideration may be given to the termination of your contract.

I would also confirm that your next probationary review will take place on:

Date: **[Insert Date]**

Time: **[Insert Time]**

Location **[Insert Venue]**

Yours sincerely

[Insert Name]
[Insert Job Title]

5.0 Probationary Period – Action Plan Form

PERSONAL DETAILS				
Surname:		First Name:		
Mr / Mrs / Miss / Ms <i>(Delete as Appropriate)</i> Other:		Pay Reference Number:		
WORK DETAILS				
School Name:				
Job Title:		Head Teacher / Line Manager:		
ACTION PLAN				
Performance / Conduct Issue Identified	Standard Expected / Objectives	Support / Training / Action to Meet Objectives Required	How will this be Reviewed?	Timescale
This should give a broad indication of the area of concern.	This should give details of the level at which they are expected to perform. It is helpful to be as precise as possible, and quantify the standard if possible e.g. 'to have 95% accuracy rate in 'xyz' rather than 'to be more accurate'	This should detail any formal and informal training and support that will be given as well as who is responsible for setting this up.	To ensure the member of staff is clear on how their performance will be assessed, thought should be given to who will review the progress and how.	A time scale for review of the whole programme should be set.

It is important that you are clear about these objectives and the standard of performance we expect you to achieve over the next few weeks. If you have questions, it is essential that you raise them at the earliest possible opportunity with <Insert Name>. At the end of the review period, lack of clarity in our expectations is unlikely to be accepted as a reason for failing to meet your objectives.				
Signed Employee:		Date:		
Signed Head Teacher / Line Manager:		Date:		

6.0 Letter to Invite to Hearing

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Probationary Period - Notice of Formal Hearing

Dear [Name],

Further to our recent discussions regarding my concerns about your **[performance/behaviour]** during your probationary period, I have to inform you that you are now required to attend a Formal Probationary Hearing.

The purpose of the Hearing is to consider the basis of the complaint that your <performance/conduct> has been unsatisfactory and the reason for this and consequently, what further action should be taken. You should be aware that one of the outcomes may be the termination of your employment with the School. I enclose a copy of the Probationary Procedure for you information.

The Hearing has been arranged on:

Date: [Insert Date]

Time: [Insert Time]

Venue: [Insert Venue Location]

[Insert Name and Job Title] will chair the Hearing and will be supported by a Local Authority Representative who will provide technical advice. I will present the management case and I have enclosed the relevant documentation. <I will be calling <<Insert Name>> as witnesses>.

You are advised that you may be accompanied at the hearing by either a work colleague or a trade union representative. It is your responsibility to make the arrangements for their attendance.

If you wish to refer to any papers at the Hearing or call witnesses to attend on your behalf, you are required to provide copies of the papers and notify me of the names of witnesses by [Insert Date]. This is in order that they may be given to the panel members before the actual Hearing.

Finally, please contact me personally on the telephone number below or by e-mail by **[Insert Date]** confirm that you will be attending. If you fail to contact me or attending the Hearing then I have to advise that the Hearing may proceed in your absence.

Yours sincerely

<Insert Name>

<Insert Job Title>

7.0 Probation Period Extension

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Probationary Period - Extension

Dear **[Name]**,

Further to our meeting held on **[Insert Date]**, I write to confirm the details of our discussions.

[Outline discussions including any mitigation put forward by employee and where employee is not achieving targets or set objectives]

[Detail agreed support and objectives with targets and timescales].

You were advised at the meeting that in order for you to achieve the above a decision has been made to extend your probationary period by **[Insert Number]** months.

Yours sincerely

<Insert Name>

<Insert Job Title>

8.0 Outcome of Probation Hearing

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Outcome of Probation Hearing

Dear [Name]

I am writing to confirm the outcome of the Formal Probation Hearing held on [date] which I chaired. Also present was [name] your representative and [name], HR Technical Adviser, and [name] as notetaker.

The purpose of the meeting was to discuss your failure to meet the standards necessary to satisfactorily complete your probation period.

- [outline specific concerns and support provided]

Having considered the evidence provided at the hearing, I decided that you have been given full opportunity to reach the required level of performance and have failed to do so. My decision is therefore that you are dismissed.

In line with the School's Probation Procedure, you are issued with one month's paid notice from the date of the hearing and therefore your employment with Birmingham City Council will end on [date]. You [are/are not delete as required] required to work your notice.

You have the right of appeal against the decision and you should do this by writing to [insert name] within 5 working days of the date of this letter.

Please do not hesitate to contact me if you have any queries about the contents of this letter.

May I remind you of the contractual clause relating to return of School/Birmingham City Council property and refer you to the attached form. Please liaise with your manager or an agreed School representative to return these items. You should also make arrangement to collect any personal belongings as required.

Yours sincerely

Insert Name

Insert Job Title

9.0 Invite to Appeal Hearing

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Appeal Hearing

Dear *[Name]*

I am writing to confirm the invitation to an appeal hearing in accordance with paragraph 8 of the School's Probation Procedure (see copy attached).

The hearing will take place at **[time]** on **[date]** in **[location]** and will be heard by the appeals committee of the governing body. The hearing will be chaired by **[name]** and other members of the committee will be **[name]** and **[name]**.

The purpose of the meeting is to give you an opportunity to appeal against **[the determination that you should cease to work at the School]** **[the decision to dismiss you from your employment at the School]**.

I enclose a copy of the documentation to be presented by management in response to your appeal. **[Name of person responding to appeal]** will be responding to your appeal on behalf of management and will be calling **[Names/roles]** as witnesses OR will not be calling any witnesses. **(delete as appropriate)**

A representative of the Local Authority will be in attendance as Technical Advisor and **[Name]** will be present as note-taker.

You have the right to request that you be accompanied by a representative of your choice who is either a Trade Union official or an employee of your employer. You and/or your representative will be given the opportunity to state your case and to question the response provided by management and/or relevant witnesses.

You are required to submit any relevant written documentation to support the stated grounds of your appeal to me no later than **[date]**. Failure to meet this deadline may mean that the chair of the hearing could refuse to consider your relevant written documentation at the hearing.

You will also need to notify me of the names of any relevant witnesses you wish to be present on your behalf by **[date]**.

Please contact me on **[number]** by **[date]** to advise me of whether or not you can attend on the time and date given and whether or not you wish to be accompanied by a representative. You may suggest an alternative time and date as long as it is reasonable and is not more than five working days after the original date suggested above. The school may reject your suggestion if it is unreasonable.

If you are unable to attend the hearing in person, you can arrange for a representative to attend and act on your behalf and/or you could submit any relevant documentation in your absence that you wish the **[head teacher/principal/Committee of Governors]** to consider. However, if you or a representative cannot attend on the date above or your alternative suggested date is regarded as unreasonable, the hearing may proceed in your absence.

Yours sincerely

Clerk to the Governing Body

CC – Employee Relations, Employee's Representative

10.0 Outcome of Appeal Hearing

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Outcome of Appeal Hearing

Dear *[Name]*

I am writing to inform you of the outcome of the appeal hearing held on **[date]** in accordance with paragraph 8 of the Disciplinary Procedure.

The purpose of the hearing was to enable you to appeal against the decision made by the **[head teacher/principal/committee of governors]** **(delete as appropriate)** at the hearing on **[date]**, namely that **[summarise decision taken at hearing]**.

You were accompanied by **[Name/role]**. OR You chose not to attend the hearing or to send a representative in your place. **(delete as appropriate)**

You presented your appeal and called **[Names]** as witnesses in support of your case. OR You chose not to call any witnesses in support of your case. **(delete as appropriate)**

The management response was presented by **[Name]**. **[Names/roles]** were called as witnesses in support of the management response. OR No witnesses were called in support of the management response. **(delete as appropriate)**

Having carefully considered the circumstances and the available evidence, the appeals committee determined that:

Your appeal against the decision that you should **[cease to work at the school]** **[be dismissed]** is upheld. You will be re-instated without a break in service.

I would like to make you aware that you can access the Employee Assistance Programme through **[insert employee assistance programme contact details]**.

OR

Your appeal against the decision that you should **[cease to work at the school]** **[be dismissed]** is upheld. You will be re-instated without a break in service.

However, the Appeal Committee resolved that you should have an extension of your probationary period for a period of **[number of months]**.

I would like to make you aware that you can access the Employee Assistance Programme through [insert employee assistance programme contact details].

OR

Your appeal against the decision on [date] that you should cease to work at the school is rejected and the Local Authority be notified accordingly.

OR

Your appeal against the decision on [date] that you should be dismissed from your employment at the School is rejected and the notice of dismissal therefore remains in effect.

Your Sincerely

Clerk to Governing Body