



Schedule Probation Meeting Third Review 4½/ 5-month Review (Possible Termination)

Who	Item
Head Teacher	Opens the meeting and explains the meeting is being held to review the employees progress and to complete the 4½-5 month Review (Probationary Assessment Form), one of the following will be recommended: - the employee is deemed to have fully satisfied the requirements of their probation and the appointment should be confirmed. - there are concerns regarding the employee's suitability for the post and confirmation of appointment is not recommended at this stage, you may decide to extend the probationary period. - the employee has not made satisfactory progress and the appointment should not be confirmed. Asks the employee to confirm they are in receipt of the invite letter and aware they can be accompanied.
Head Teacher	Ask individuals to introduce themselves, in this order: Head Teacher Line Manager The Employee and/or Trade Union representative (if present) Schools HR Advisory (if present) A minute taker
Head Teacher	The role of the Head Teacher is to present evidence, with support from the line manager of the progress and concerns; may refer to notes taken. Reminder to all parties that they must: - conduct themselves in a professional manner, - there should not badgering or bullying or repetition of questions. - All parties should be respected and allowed to speak without interruption.

	- Any questioning should not be aggressive in nature; if any party that fail to act or behave in the appropriate manner may be excluded from the hearing. - The panel must be allowed to examine the presented evidence in a calm and professional manner. The meeting must not be recorded without the consent of all parties. If it comes to light that the meeting has been recorded without permission it may lead to further/disciplinary action. Any decision should be made after the meeting and fed back to the employee as soon as possible or within 5 working days (excluding school closure) Both parties, starting with the Head Teacher, line manager and then Employee or Representative will have the opportunity to present.
Head Teacher/and or line manager	Satisfactory Probation: Discuss with the employee: What's going well (if no other concerns can confirm satisfactorily and confirm the appointment) Extension to Probation up to a further 3 months: Discuss with the employee the reasons why and duration, where appropriate additional support to be discussed. (Use the probationary assessment form to capture the concerns, discussion and agreed outcome/s) Non-Confirmation of Probation: Discuss with the employee the concerns/issues
Employee and/or trade union representative (if present)	Give their feedback/comments on what has been raised to them.
Head Teacher	Asks any questions if necessary for clarification, summarise.

	and (if applicable) agree actions with employee and ensure they are captured on the probationary assessment form
Employee and/or trade union representative (if present)	Opportunity to ask any further questions.
Head Teacher	Satisfactory Probation: Confirm this will be put in writing. OR May need to go away and consider either: • not to confirm the employee in post i.e., to dismiss the employee. • to make a final extension of the probation period of no longer than three months. Before the end of this period, the meeting will be re-convened at which a final decision will be made. Ends meeting and explain: • outcome letter and the probationary assessment form will be sent to the employee as soon as possible or within 5 working days' notice (excluding school closures). • Inform employee they have the right to appeal against a decision to extend the probationary period or not to confirm their appointment (dismissal). If the employee wishes to appeal, they must write to the chair of governors stating the grounds of the appeal, within 10 working days' notice (excluding school closures) of the date of the letter confirming the decision.