


Dismissal Policy

Ellesmere Port Catholic High School



Approved by:	Mr J Coucill, Chair of Governors 
Lead of Review:	Mr C Jones, Business Manager
Last reviewed on:	October 2018
Next review due by:	September 2021 or on receipt of documentation from CWAC

Status

Statutory

Purpose

The school is committed to following legal procedures in the event of retirement, redundancy, expiry of a fixed term contract or other substantial reasons.

This policy will be used to ensure fairness, sensitivity and consistency.

Who was consulted?

The LA produces model Dismissal procedures, agreed with the relevant Trade Unions. These procedures have been adopted by the school and are appended to this document (Appendices A – B).

Relationship to other policies

The policy relates to the Recruitment, Retention and Induction of Staff and the Manual of Internal Financial Procedures.

Roles and responsibilities

The Headteacher will be responsible for ensuring:

- the correct procedures are followed in areas such as retirement, redundancy, expiry of a fixed term contract.
- the dismissal of a member of staff is conducted in a sensitive, fair and reasonable way;
- the governing body is kept informed of the dismissal of members of staff;
- where appropriate staff and TU representatives are kept informed and included in the process as appropriate.

The Chair of Governors is responsible for:

- the application of the procedures within the school;

The Governing Body is responsible for:

- ensuring procedures are in place;
- governor representatives are involved in dismissal procedures where appropriate.

Arrangements for monitoring and evaluation

Updates will be received from Cheshire West and Chester via the Business Manager who will make the Headteacher aware of any changes.

The governing body will receive and approve updates as appropriate.

Appendix A
Appendix B

Dismissal Procedure (other than Discipline or Capability)
CW&C Management Commentary