

COMPLAINT / APPEAL FORM

Complaints / must be submitted within **one calendar month** of notification of that decision.

Before submitting a complaint / appeal please read carefully the relevant Policy documents which can be found on the Teach East website.

You may also wish to contact a union representative or a work colleague, who will be able to give you help and advice and support you throughout the process.

- Complete all sections of the form.
- Remain within the word limit (1200 words) and limit your submission to the facts of the case. You may attach supplementary documentation to support your appeal.
- If your submission is unclear you will be asked to resubmit the form in a manner that enables proper consideration of the appeal to take place
- Experiences with which you are dissatisfied but which do not fit the grounds listed in Section 2 below should not be pursued under the academic appeals procedure.

Title:	Forename(s):		
Family name / Surname:			
Contact Address: <i>(Where correspondence related to the appeal should be sent)</i>			
Contact telephone number(s):			
Email Address:			
Main Placement School:			
Year of Study:		Mentor:	

If any contact details change during the course of the appeal you must inform the Teach East Administrator

Section 1 – The Right to Complain / Appeal

Please indicate the type of decision that you wish to appeal against.
Remember that you may only appeal a final decision, not a provisional outcome.

Please tick ✓	
<input type="checkbox"/>	The conditions imposed and/or the requirement to take reassessment(s) to progress to the next stage of a taught course/phase of research study.
<input type="checkbox"/>	A decision to terminate a student's current programme of study. This includes students whose programme of study is terminated.
<input type="checkbox"/>	A decision not to award the qualification of QTS (Qualified Teacher Status) for which a student is registered. This relates to decisions made at the end of a student's taught course.
<input type="checkbox"/>	A decision of Fitness to Practise.
<input type="checkbox"/>	The outcome of an Extenuating Circumstances Claim

Section 2 - Grounds for appeal

To appeal against one of the types of decision listed above, you must be able to demonstrate that one (or more) of the following circumstances apply.

Please tick ✓	
	<p>Procedural irregularity: That parts of the documented assessment procedure were not applied correctly and this disadvantaged the student significantly enough to have materially affected the decision made, rendering it unsound.</p> <p>Please state the name of the documented assessment procedure and where it is published:</p>
	<p>Prejudice or bias: That prejudice or bias on the part of one or more of the assessors took place and can be proven or there are reasonable grounds to support the perception of prejudice or bias.</p>
	<p>Manifestly unreasonable: the decision making body took a decision which no reasonable person would find comprehensible. You must provide substantive argument as to why this is the case.</p>

Section 3 – Trainee’s summary

- Please summarise your reason(s) for appealing.
- Do not exceed **1200** words. Appeals exceeding this word limit will be rejected.
- The information you provide in this section will be used to make an initial consideration of your appeal.

In your summary you should include:

- details of the decision you wish to appeal against
- when you received notification of the decision
- evidence, including evidence of the attempt to resolve the issue(s) informally with Teach East
- a concise explanation of the circumstances in chronological order, including the key points to support the ground (or grounds) you believe apply.

Any evidence or appendices relevant to the appeal must be submitted at the same time as the form and clearly referenced and labelled (see section 5). All documentation should be in English and the translation of any documents should be done by an accredited translator.

Please ensure that any additional information is relevant.

Section 4 - What outcome are you hoping for as a result of this appeal?

Section 5 - Supporting documentation

Please list any documentation you have attached in support of your appeal.

If you are submitting an appeal against the outcome of an Extenuating Circumstances claim, please ensure that you include:

- A copy of the form you submitted and supporting evidence, including submission dates
- A copy of the outcome letter in respect of the claim
- Any additional correspondence regarding the claim

Section 6 – Signature

Signature	
Date	

The appeal form must be signed and dated and returned no later than **one calendar month** after receiving notification of the decision against which you are appealing.

Please return this form to:

Teach East lead school
 Mike Sandeman CEO and Head of College
 Arthur Mellows Village College
 Helpston Road
 Glinton
 Peterborough PE6 7JX
 Email: office@arthurmellows.org

It is your responsibility to ensure that the form has been completed correctly and that any supporting documentation is listed and attached.