**Ashton on Mersey SCITT**

**Appeals Policy**

**Author: S Buckley Date written/amended: 16th May 2017**

**Date of next review: 16th May 2018**

**Aims and Values:**

Ashton on Mersey SCITT is committed to ensuring that all Trainees are treated fairly and with consideration. We recognise that we have a responsibility to ensure high and consistent standards in our role as a training provider. We recognise the right of the Trainee to appeal against a decision that has been made about their progress or ability to meet the professional Teachers’ Standards.

This policy covers appeals against:

* Failure to pass a school based placement.
* Failure to meet the criteria set for activities/tasks/assignments set during the course of the year.
* Failure to meet the Code of Conduct.

**The Appeals Committee:**

**The Ashton on Mersey SCITT Committee** consists of:

* Chair of the Strategic Board
* 1 Head Teacher from a Primary Partner
* 1 Head Teacher from a Secondary Partner
* Teaching School Governor.

**The Appeals Committee** is responsible for:

* Implementing Appeal procedures
* Presenting evidence and recommendations to the Strategic Board.

**The Operational Group** is responsible for:

* Ensuring that the Trainees are aware of the policy and procedures
* Presenting evidence as required by the Appeals Committee.

**Procedures:**

All appeals will be dealt with in a professional manner.

Trainees have the right to appeal if a judgment has been made that they have failed any aspect of the course.

Trainees who wish to appeal against any judgement made should write to the Course Leader within ten working days of receiving the judgment.

The Course Leader will inform the Strategic Board who will request the Appeals Committee to convene within ten working days of receipt of the appeal.

Appeals received after the end of the Summer Term but within ten working days will be heard in September.

The Appeals Committee will consider all documented evidence presented by both parties. They will then decide whether or not to uphold the decision.

The decisions of the Appeals Committee will be reported back to the Strategic Board.

The Trainee will be informed in writing of the outcome by the Appeals Committee.

If the Trainee’s appeal is upheld, the Trainee will be given full support by the SCITT Manager and Course Leader to continue the course or to defer training (if that is within the Trainee’s best interest).

The Course Leader will implement any recommendations made by the Appeals Committee.

**Dissemination of Appeals Policy**

The Operational Group will ensure the policy is shared with all SCITT trainees on their Induction days. The Appeals policy will also be readily available to the trainees via the SCITT online portal or their programme handbook.

The Course Leader will ensure all facilitators and link tutors attend training on the standardisation of judgements and will also be made aware of the Appeals policy.