

Dear *(Insert name of teacher)*

**Disciplinary Procedure for Teachers  
Procedures for Dealing with Under-Performance of Teachers,  
based on the GTCS Framework for Teacher Competence**

You are invited to attend a meeting in relation to **Stage 1**, the **Preliminary Stage** of the procedure noted above, which is considered informal and which does not fall under the formal part of Midlothian Council's Disciplinary Procedures for Teachers. Please find attached for reference at the end of this letter, a table summarising the stages of the GTCS and Midlothian procedures.

The purpose of **Stage 1** is to support you in improving the aspect(s) of performance which have been highlighted by managers as causing some concern. It is hoped that through supportive discussions and actions your short-lived under-performance will be resolved.

This informal counselling meeting with *(enter the name of senior colleague)* will be held:

on: *(enter date and time)*  
at: *(enter location)*

You are encouraged to invite a colleague or a representative from your Professional Association to accompany you to the meeting.

The purpose of this meeting is to identify:

- aspects of your performance which do not currently meet the Standard for Full Registration
- possible causes of the under-performance
- ways of improving performance
- supports which may be offered/which you would find helpful to secure improvement

At the meeting, the following will be agreed with you:

- Specific aspects of performance which you will seek to improve
- The supports which will be put in place which should enable that to happen
- How and when improvement will be assessed/evaluated
- The timescales for review of performance
- Dates for review meetings

The key issues and actions arising from this meeting will be recorded using the MNCT DISCIPLINARY PROCEDURES Record of Counselling Interview (GTCS) a copy of which is attached for reference.

To help you prepare for the meeting, the particular aspect(s) of the Standard for Full Registration that will be the focus of the meetings are:

*(enter specific aspects of the SFR)*

MNCT DISCIPLINARY PROCEDURE/GTCS FRAMEWORK ON TEACHER COMPETENCE (A)  
STAGE 1

There are two possible outcomes of Stage 1 of the procedure:

1. Improvements are made in all areas identified to the required standards and no further action will be taken. The proceedings will be deemed to be complete. You will be informed of this in writing.
2. Improvements are not achieved to the required standard and the headteacher will consider whether Stage 2 of the procedure will be implemented. You will be informed of the headteacher's decision and the underpinning reasons in writing. \*

*\*In exceptional circumstances, e.g. significant absence during the improvement period a further short period of support may be agreed before a decision is made to move to Stage 2.*

It is the intention that Stage 1 is a positive process aimed at supporting you to reflect upon teaching practice and to address under-performance. It is hoped that with the supports available during Stage 1, under-performance will be short-lived and will be fully resolved, ensuring that your performance meets the Standard for Full Registration.

Should you have any questions in relation to this meeting or to any aspects of the procedures outlined, please contact me and I will be happy to discuss them further.

Yours sincerely

**Disciplinary Procedure for Teachers**  
**Procedures for Dealing with Under-Performance of Teachers,**  
**based on the GTCS Framework for Teacher Competence**

**There are four stages in the procedures:**

Stage 1	Preliminary Stage	Short-lived under-performance	Part of Midlothian Council's informal Disciplinary procedures
Stage 2	Support Stage	Still short-lived under-performance	Part of Midlothian Council's informal Disciplinary procedures
Stage 3	Disciplinary hearing	Long-running under-performance	Part of Midlothian Council's Formal Disciplinary procedures
Stage 4	Referral to the General Teaching Council for Scotland	When either: a teacher is dismissed, or a teacher resigns or leaves post in the context of a possible dismissal	As a result of Midlothian Council's Formal Disciplinary procedures

Dear *(Insert name of teacher)*

**Disciplinary Procedure for Teachers  
Procedures for Dealing with Under-Performance of Teachers,  
based on the GTCS Framework for Teacher Competence**

You are invited to attend a meeting in relation to **Stage 2**, the **Support Stage** of this procedure, which is still considered informal and which does not fall under the formal part of Midlothian Council's Disciplinary Procedure for Teachers. Please find attached for reference, at the end of this letter, a table summarising the stages of the GTCS and Midlothian procedures.

The purpose of **Stage 2** of the procedure is to support you in improving those aspect(s) of your performance which continue to cause concern, despite areas for improvement being identified and supports being put in place at Stage 1 of the procedure. It is hoped that through supportive discussions and actions your area(s) of under-performance will be resolved, but should this not be the case the next stage of the procedure is Stage 3, which is a formal Disciplinary Stage.

This is a counselling meeting with *(enter the name of headteacher)* to be held:

on: *(enter date and time)*  
at: *(enter location)*

You are encouraged to invite a colleague or a representative from your Professional Association to accompany you to the meeting.

The purpose of this meeting is to identify:

- aspects of your performance which do not currently meet the Standard for Full Registration
- possible reasons why this under-performance persists
- ways of improving performance
- supports which may be offered/which you would find helpful to secure improvement

At the meeting, the following will be agreed:

- Specific aspects of performance which you will seek to improve
- The supports which will be put in place which should enable that to happen
- How and when improvement will be assessed/evaluated
- The timescales for review of performance
- Dates for review meetings

The key issues and actions arising from this meeting will be recorded using MNCT DISCIPLINARY PROCEDURE FOR TEACHERS Record of Counselling Interview, (GTCS), a copy of which is attached for reference.

To help you prepare for the meeting, the particular aspect(s) of the Standard for Full Registration that will be the focus of the meetings are:

*(enter specific aspects of the SFR)*

MNCT DISCIPLINARY PROCEDURE/GTCS FRAMEWORK ON TEACHER COMPETENCE (B)  
STAGE 2

There are two possible outcomes of stage 2 of the procedure:

1. Improvements have been achieved to the required standard; no further action will be taken. The proceedings will be deemed to be complete. You will be informed of this decision in writing.
2. Improvements have not been achieved to the required standard. You will be informed that Stage 3, formal disciplinary procedures, will be implemented. The decision and the underpinning reasons will be communicated to you in writing.

*\*In exceptional circumstances, e.g. significant absence during the improvement period a further short period of support may be agreed before a decision is made to move to Stage 3.*

I hope that this meeting and subsequent actions by you and the colleagues who will support you will result in improvement so that your performance reaches the Standard for Full Registration.

Should you have any questions in relation to this meeting or to any aspects of the procedures outlined, please contact me and I will be happy to discuss them further.

Yours sincerely

**Disciplinary Procedure for Teachers  
Procedures for Dealing with Under-Performance of Teachers,  
based on the GTCS Framework for Teacher Competence**

**There are four stages in the procedures:**

Stage 1	Preliminary Stage	Short-lived under-performance	part of Midlothian Council's informal Disciplinary procedures
Stage 2	Support Stage	Still short-lived under-performance	part of Midlothian Council's informal Disciplinary procedures
Stage 3	Formal Disciplinary Stage	Long-running under-performance	Part of Midlothian Council's Formal Disciplinary procedures
Stage 4	Referral to the General Teaching Council for Scotland	When either: a teacher is dismissed or a teacher resigns or leaves post in the context of a possible dismissal	As a result of Midlothian Council's Formal Disciplinary procedures