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EPM Model Consultation Letter on [Policy/Procedure Name]

To: All Staff and Officers of Recognised Trade Unions [e.g. NASUWT, NEU, VOICE Community, NAHT, GMB, UNISON, ASCL]

[Date]

Dear Colleague,

Consultation on [Policy/Procedure name]

Following [Insert rationale or reason for changes], please find attached our [revised/new] draft [Policy/Procedure name], which we wish to consult with you on.

Please submit any comments you may have in writing to [e.g. Headteacher] before [date – a minimum of 10 working days in term time is recommended].

After consideration of any comments received, the intention is that the final version of [Policy/Procedure name] will be [published on the staff notice board/sent to you by email/available in the school office/ available on the School/Trust Intranet] not later than [date] and will be in force from [date].

Please note, however, any internal process that is being considered under the formal procedure prior to the date the procedure will be in force, will continue to be dealt with under the current [policy/procedure].

Yours sincerely

[Headteacher/Principal]