



**Supplement No. 2  
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**LEGAL NOTICE**

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## LEGAL NOTICE NO. 64 OF 2011

**Codes of Good Practice, 2011**

Pursuant to Section 57(1) of the Education Act, 2010<sup>1</sup>, I

**'MAMPHONO KHAKETLA**

Minister responsible for education, make the following Codes:

**PART I – CODE OF CONDUCT**

(Section 57 (1) (a) (i))

**Preamble**

1. To fulfill the high calling and demands of the profession, members of the teaching profession pledge themselves to honour and obey the high ideals and aspirations of the teaching profession as expressed in this Code.

**Interpretation**

2. For purposes of this Code, interpretation shall be as provided for in the Education Act, 2010 and unless the context otherwise requires -

“intimate relationship” for purposes of this Code, includes but not limited to proposing love to a learner or having sexual relationship or both;

“relevant authority” means Minister, Teaching Service Commission, Principal Secretary, school board and other bodies or officers delegated or vested with such powers under the Act;

“appointing authority” in relation to a teacher in a public school is the Commission, in the case of a teacher in an independent school is the school board.

**Conduct of Teachers**

3. (1) A Teacher shall -

- (a) teach in a manner that respects the dignity and right of learners without prejudice as to race, sex, physical appearance, age, religion and place of origin or political affiliation;
- (b) be responsible for diagnosing educational needs, prescribing and implementing instructional programs, and evaluating the progress of learners;
- (c) treat learners with dignity, respect and be considerate of their circumstances;
- (d) exercise his or her authority with compassion towards learners;
- (e) as facilitator of learning, to the best of his or her ability, work to promote qualities of initiative, self reliance and independence in the learners;
- (f) in discharging his or her duties in relation to the learners, be punctual, prompt and prepared, and recognize his or her personal responsibility with regard to the academic and personal development of the learners;
- (g) obey lawful orders from the relevant authorities in the execution of his or her professional duties;
- (h) fulfill his or her contractual obligations to the employer until released according to law;
- (i) adhere to agreements negotiated by him or her or on his or her behalf by his legitimate representatives;
- (j) act responsibly and diligently in the discharge of his or her professional, organizational, leadership and administrative duties;
- (k) support and uphold policies of the Government of Lesotho according to the Constitution and other laws;

- 
- (l) when reporting on professional performance of another teacher, do so in good faith;
  - (m) if he or she experiences any concern in relation to a colleagues' conduct or standard of work;
    - (i) address the matter informally and in confidence with the colleague concerned; and
    - (ii) where the teacher has reason to believe that a colleague is acting in a way that might harm the school, report the act to the relevant authority;
  - (n) recognize the right to protest through proper channels, administrative policies and practices, to which he or she objects in conscience;
  - (o) if he or she holds an administrative position, provide for staff members to express their opinions and develop democratic processes in the administration of the school;
  - (p) act in a manner that maintains the honour and dignity of the profession;
  - (q) subject himself or herself to professional procedures to resolve professional relationships with other teachers which cannot be resolved by personal discussion;
  - (r) make representation on behalf of the teacher formation or members thereof only when authorized to do so;
  - (s) accept that service to the teacher formation is a professional responsibility;
  - (t) maintain such records as may be prescribed by a relevant authority;
  - (u) if he or she is a principal of a school, submit;

- (i) to relevant authorities, accurate and up-to-date information relating to the school as may be determined by the Minister;
- (ii) to the school board; audited financial statements at the end of the financial year;
- (ii) at all times give undivided attention to the responsibilities entrusted upon him or her at the school to which he or she is posted; and
- (v) at all times while at work, dress in a presentable and respectable manner.

(2) A Teacher shall not -

- (a) disclose information about the learner received in confidence or in the course of professional duties, except as required by law or when, in his or her judgment, to do so is in the best interest of the learner;
- (b) take advantage of his or her professional position for profit;
- (c) be under the influence of alcohol or illicit drugs during working hours or on official assignments;
- (d) accept remuneration during the school term and vacations for teaching one of his or her learners a subject or learning area in which he or she teaches;
- (e) solicit bribes to admit students into a school;
- (f) abuse a teacher and learner relationship by -
  - (i) entering into an intimate relationship with a learner;
  - (ii) committing illegal acts against a learner;

- iii) exerting undue influence with regard to personal attitudes; opinions and behaviour which are inconsistent with goals of education;
- (g) undermine the confidence of other teachers;
- (h) take any steps to secure dismissal of another teacher due to animosity or personal advantage;
- (i) denigrate his or her colleagues in the presence of other parties nor shall the teacher adversely criticize a colleague in the presence of others, save in the context of an appropriate procedure;
- (j) engage in activities that adversely affect the quality of the teacher's professional service;
- (k) use his or her position to further private or party political aims or accept candidature in national or local council elections;
- (l) contravene any examination regulation;
- (m) embezzle school funds or misuse school property;
- (n) commit a criminal offence involving moral turpitude and be convicted as a result of the offence;
- (o) by any act or omission fail or refuse to comply with a provision of the Act; and
- (p) by any act or omission fail or refuse to comply with a provision of any law which provides that such a failure or refusal by a teacher is a breach of discipline or misconduct.

#### **Health and Welfare**

4. (1) Smoking within school premises is prohibited.

(2) Teachers shall only smoke in those areas that may be designated as smoking areas.

(3) A teacher shall not maliciously expose other teachers, colleagues, learners and members of the public to infectious diseases or danger at the workplace.

### **Sanctions**

5. A teacher who fails to comply with a standard of conduct in this code shall be subjected to disciplinary action in accordance with the provisions of the Disciplinary Code made in Part IV.

## **PART II – GRIEVANCE CODE**

(Section 57(1)(a)(ii))

### **Preamble**

1. Inherent in the employment relationship is conflict of interest, there are therefore guidelines to be followed that are put in place in this part to manage those conflicts in the teaching service.

### **Interpretation**

2. 'Grievance' means a feeling of dissatisfaction or injustice that a teacher may have, relating to work and needs attention of the appointing authority.

### **Objective**

3. To settle grievances as soon as they occur and at the lowest level of management and within a reasonable period and to create an environment where teachers can put forth their dissatisfaction with a belief that there will be an amicable resolution.

### **Principles**

4. Guiding principles in handling a grievance under this Code shall be as follows:

- (1) Parties shall have a fair hearing.
- (2) The rules of natural justice shall apply.

### **Stages in the grievance procedure**

5. The following stages shall be followed in the grievance by a teacher or principal:

#### **Stage 1: Informal Grievance**

- (1) An aggrieved teacher or principal shall raise his or her grievance with his or her immediate supervisor.
- (2) The immediate supervisor shall informally resolve the grievance within a reasonable time but not exceeding 48 hours or two (2) working days.
- (3) If the grievance is not resolved, the aggrieved teacher or principal shall request a formal hearing to be instituted.
- (4) The request of a formal hearing shall be submitted to the next immediate supervisor within five (5) working days after the informal grievance hearing.

#### **Stage 2: Formal Grievance**

- (1) On receiving a request for a formal hearing, the next immediate supervisor shall arrange for a hearing within five (5) working days of receipt of the request.
- (2) The following persons shall attend a formal grievance hearing:
  - (a) the teacher's next immediate supervisor as chairperson in the proceedings and in the case of a small school the vice-chairperson of the board who shall be the chairperson;
  - (b) the teacher as the complainant;



- (c) the teacher's immediate supervisor as the defendant;
- (d) witnesses; and
- (e) a person appointed by the chairperson who shall be the secretary in the proceedings.

(3) In the case of the principal, the following persons shall attend a formal grievance hearing:

- (a) educational secretary as the chairperson;
- (b) principal as the complainant;
- (c) school board or chairperson of the school board as the defendant;
- (d) witnesses; and
- (e) a person appointed by the chairperson of the school board who shall be the secretary.

(4) The aggrieved teacher or principal and the defendant shall have a right to representation during a grievance hearing but the right to representation shall not include legal representation.

(5) The aggrieved teacher or principal, immediate supervisor and defendant have the right to cross examine.

(6) If still dissatisfied with the decision at the hearing, the aggrieved teacher or principal has the right to appeal to the school board or Educational secretary as the case may be and shall file the appeal within five (5) working days from the date the decision was made.

### Stage 3: Appeal hearing

(1) On receiving the appeal from the aggrieved teacher or principal, the school board and the chairperson or in the case of a principal, the Educational Secretary, shall arrange for the appeal to be heard within five (5) working days from the date he or she received the appeal.

- (2) The following persons shall attend an appeal hearing:
  - (a) the chairperson of the school board who shall act as chair in the proceedings;
  - (b) the teacher as the appellant;
  - (c) the teacher's immediate supervisor as the respondent;
  - (d) witnesses; and
  - (e) a person appointed by the chairperson who shall be the secretary.
  
- (3) In the case of a principal the following persons shall attend an appeal hearing:
  - (a) two persons appointed by the Educational Secretary, one of whom shall act as the chairperson and the other shall be the secretary;
  - (b) the principal as the appellant;
  - (c) the principal's immediate supervisor as the respondent witnesses.
  
- (4) The appellant and the respondent shall have a right to representation during the appeal hearing, but the representation shall not include legal representation.
  
- (5) The parties have the right to cross-examine.
  
- (6) If the teacher or principal is not satisfied with the decision of the appeal hearing and wishes to pursue the matter he or she may declare a dispute and shall, within five (5) working days from the date the decision was made, refer the matter to the Conciliation Board or arbitration depending on the nature of a dispute.

## PART III – SUSPENSION OF A TEACHER

6. (1) The principal may, pending investigations of any breach of discipline against a teacher, suspend a teacher from duty giving a full explanation of reasons of such a suspension.

(2) The principal shall, within seven (7) days of suspending a teacher in terms of subsection (1) above, inform the Teaching Service Commission and the school board of the circumstances leading to the suspension, enclosing the copy of the full explanation of the circumstances of the case, the outcome of any preliminary investigations and a copy of the minutes of the meeting at which the decision was taken to suspend the teacher.

(3) The immediate supervisor shall, within fourteen (14) days, charge the suspended teacher and where the teacher is not charged within the stipulated period, the suspension shall lapse and the teacher shall report for duty.

(4) Where the teacher who has been suspended is acquitted of the charges against him or her, he or she shall immediately resume his/her duties.

(5) Where a teacher who has been suspended is found guilty in a disciplinary hearing which does not involve removal from his or her post, he or she shall immediately resume his or her duties.

(6) Suspension of the principal shall be dealt with in accordance with Section 22 of the Education Act 2010.

(7) A teacher who has been suspended in terms of subsection (1) above may appeal to the Teaching Service Tribunal established under section 61 of the Education Act 2010.

(8) Appeals instigated by teachers who are not paid by Government will be dealt with in accordance with the Labour Code Order 1992.

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**PART IV – DISCIPLINARY CODE**

Section 57 (1) (a) (iii)

**Preamble**

1. This code is meant to maintain discipline in the teaching service and to ensure orderliness in the work place as well as efficient service delivery to the learners and the public at large.

**Interpretation**

“disciplinary action” means a formal or informal action taken by management against a teacher or principal who fails to conform to the rules and regulations governing teachers or has committed any other misconduct.

**Objectives**

3. To correct and regulate unacceptable behaviour by teachers and to ensure effective application of discipline in the teaching service.

**Application**

4. The disciplinary code applies to a principal or a teacher.

**Principles**

5. Guiding principles in handling a disciplinary inquiry under this code are as follows:

(1) Parties shall have a fair hearing.

(2) The rules of natural justice shall apply.

(3) Notwithstanding paragraphs (1) and (2) above, where circumstances allow, a disciplinary action may be instituted in the absence of a teacher if there is evidence that the supervisor’s attempts to locate the teacher failed.

(4) The next immediate supervisor in determining the appropriate sanction shall take into consideration the mitigating factors of the case.

(5) The sanction shall be commensurate with the nature of the offence that has been committed.

(6) The sanction shall as far as possible, be fair and consistent with disciplinary action previously taken in other similar circumstances.

### **Stages in disciplinary action**

6. A teacher who commits a breach of discipline is liable to disciplinary action, the procedure of which shall be in stages set out in this division.

#### **Stage 1: Verbal warning**

7. (1) Where a teacher commits misconduct of a minor nature or for the first time, the teacher's immediate supervisor shall-

- (a) identify the problem and cause;
- (b) work out a solution to the problem;
- (c) ensure the teacher knows what is expected of him or her; and
- (d) warn the teacher verbally of the possible action that may be taken against him or her, for example, inform the teacher of a charge of misconduct.

(2) The verbal warning shall not be recorded in the teacher's personal file, but can be recorded in a diary.

#### **Stage 2: Written warning**

8. (1) If the supervisor considers a misconduct to be of a serious nature or a repeated misconduct, he or she shall after following the steps in section 7 (1), issue a written warning.

(2) The supervisor shall cause the teacher or principal to sign the

written warning.

(3) Failure to sign the written warning shall not invalidate the warning.

(4) The written warning shall be recorded in the teacher's or principal's file and is valid for a period of three (3) months from the date of issue.

(5) Notwithstanding subsection (4) above, an invalid written warning shall be used as supporting evidence in mitigation.

### Stage 3: Disciplinary inquiry

9. (1) If a teacher commits a misconduct after being issued a written warning or commits a misconduct that warrants a disciplinary inquiry, the supervisor shall-

- (a) arrange for a disciplinary inquiry to be conducted;
- (b) give the teacher adequate notice of at least five (5) working days before a disciplinary inquiry is held;
- (c) allow the teacher to have a representation who shall be a colleague within the teacher's school or a teacher's formation representative.

(2) The right to representation does not include the right to a legal practitioner.

(3) The following persons shall attend a disciplinary inquiry-

- (a) the teacher's next immediate supervisor who shall be the chairperson;
- (b) in the case of a small school, the vice-chairperson of the board who shall be the chairperson;
- (c) the teacher's immediate supervisor (complainant);
- (d) the teacher (defendant);

- (e) a person appointed by the chairperson who shall be the secretary at the hearing;
  - (f) the teacher's representative (a colleague at the school that he or she serves or a teacher's formation representative); and
  - (g) witnesses, if any.
- (4) A teacher and his or her representative have a right to cross-examine.
- (5) At the end of the inquiry, the next immediate supervisor shall decide on a penalty which may be -
- (a) a final written warning, which shall be signed by the teacher and be recorded in his or her file and is valid for a period of twelve (12) months from the date of issue;
  - (b) any other sanction that may be reasonable in the circumstances.
- (6) Where a teacher is a principal, the school board shall arrange for a disciplinary action to be conducted and stages 1 and 2 shall be followed before a disciplinary inquiry is conducted.
- (7) Where the school board fails to take action the Educational Secretary or relevant authority shall direct the school board to take action.
- (8) Before a disciplinary inquiry is conducted, the principal shall be given adequate notice of at least five (5) days to prepare for the inquiry.
- (9) A school board shall appoint two persons to preside over the inquiry, one of whom shall be the chairperson and the other shall be the secretary.
- (10) A principal shall have a right to representation, which representation shall not include a legal practitioner.
- (11) Where recommendation for dismissal of a teacher is being con-

templated, the school board shall recommend such dismissal to the Teaching Service Commission where a teacher is paid by government and the Commission will after adequate investigation confirm, alter, or set aside the dismissal.

(12) A recommendation made as a result of (11) above shall be sent to the school board and will be forwarded to the Educational Secretary for information.

(13) Where a teacher is not paid by government, the dismissal will be done by the school board in accordance with the Labour Code Order 1992.

#### **Stage 4: Appeal Hearing**

10. (1) If the teacher is dissatisfied with the decision reached at the disciplinary inquiry, he or she shall file an appeal with the Teaching Service Tribunal within five (5) working days from the date on which the decision was made.

(2) On receipt of the appeal, the Teaching Service Tribunal shall arrange for the appeal to be heard within five (5) working days of the receipt of such appeal.

(3) The following people shall attend the appeal hearing:

- (a) the chairperson, who shall be legal practitioner of not less than five (5) years standing;
- (b) two other members, one of whom shall have experience of not less than ten (10) years in administration and teachers affairs and the other shall have experience in human resource;
- (c) the appellant;
- (d) the respondent (supervisor);
- (e) the teacher's representative; and



(f) witnesses.

## PART V – CODE ON DISPUTE RESOLUTION

Section 57 (1) (a) (iv)

### Preamble

1. This Code advocates for speedy resolution of disputes through conciliation and arbitration so as to avoid protracted labour conflicts at the work place.

### Interpretation

2. In this Code -

“Act” means the Education Act, 2010;

“dispute of interest” means a dispute over employment matters to which a teacher or employer does not have an established right;

“dispute of right” means a dispute arising from a breach or contravention of a law, contract of employment or collective bargaining agreement.

### Procedure for Conciliation or Arbitration

3. 1. Disputes of interest shall be referred to the Conciliation Board established under section 59 of the Act in the following manner:

- (a) any party to a dispute may in writing, refer the matter to the Conciliation Board;
- (b) the party who refers the dispute shall satisfy the Conciliation Board that copy of the referral has been served on all the other parties to the dispute;
- (c) on receipt of the referral, the Conciliation Board shall notify the parties of the date, time and place of the meeting and

attempt to resolve the dispute through conciliation within thirty (30) days of receipt of the referral;

- (d) the Conciliation Board shall after hearing the dispute issue a certificate as to whether the issue has been resolved or remains unsolved;
- (e) if the dispute remains unresolved, a party to the dispute shall, in writing, refer the matter for arbitration or to the tribunal, established under section 60 and 61 of the Act for a final determination;
- (f) during conciliation and arbitration, a teacher shall have a right to representation by a member of a teacher's formation or a legal practitioner with five(5) years practicing experience.

2. The decision of the arbitration or Tribunal shall be final subject to review by the courts of law.

3. Disputes of right or those involving essential services shall be referred for arbitration in accordance with section 60 of the Act in the following manner:

- (a) the parties shall in writing agree on the arbitrator;
- (b) the party who refers the dispute shall satisfy the arbitrator that the copy of the referral has been served on the parties to the dispute;
- (c) the arbitrator shall notify the parties of the date, time, place of the meeting and resolve the dispute by arbitration within thirty (30) days of receipt of the referral.

4. The decision of the arbitration shall be final subject to review by the courts of law.

5. Where a dispute is referred to the Tribunal or for arbitration, a party to the dispute may be represented by a legal practitioner with five (5) years practicing experience.

DATE:

**'MAMPHONO KHAKETLA  
MINISTER OF EDUCATION AND TRAINING**

### SCHEDULE OF OFFENCES AND PENALTIES

| OFFENCE   | 1ST<br>BREACH  | 2ND<br>BREACH               | 3RD<br>BREACH               | 4TH<br>BREACH |
|---|--|-----------------------------|-----------------------------|---------------|
| 1. Reporting late for work  | Verbal<br>warning  | Written<br>warning          | Final<br>written<br>warning | Dismissal     |
| 2. Leaving the workplace<br>without supervisors<br>permission   | Verbal<br>warning  | Written<br>warning          | Final<br>written<br>warning | Dismissal     |
| 3. Desertion  | Dismissal  |                             |                             |               |
| 4. Inefficiency in the<br>performance of duties   | Verbal<br>warning  | Written<br>warning          | Final<br>written<br>warning | Dismissal     |
| 5. Negligence in performance<br>of duties   | Verbal<br>warning  | Written<br>warning          | Final<br>written<br>warning | Dismissal     |
| 6. Gross negligence resulting<br>in loss of property or<br>funds  | Dismissal<br>or<br>surcharge to<br>make good<br>the loss |                             |                             |               |
| 7. Being impolite, using<br>abusive language and<br>disrespectful to colleagues,<br>learners and the general public | Verbal<br>warning  | Written<br>warning          | Final<br>written<br>warning | Dismissal     |
| 8. Being under the influence<br>of alcohol or illicit drugs<br>during working hours and on<br>official assignments. | Written<br>warning                                       | Final<br>written<br>warning | Dismissal                   |               |

|   |                       |                 |                       |           |
|---|-----------------------|-----------------|-----------------------|-----------|
| 9. Engage in an intimate relationship with a learner  | Dismissal             |                 |                       |           |
| 10. Using the schools property for personal monetary gain   | Final written warning | Dismissal       |                       |           |
| 11. Failure to obey lawful instructions.  | Final written warning | Dismissal       |                       |           |
| 12. Fighting or assault at the workplace and on official assignments.                               | Dismissal             |                 |                       |           |
| 13. Sexual harassment or immoral conduct on colleagues or learners                                  | Dismissal             |                 |                       |           |
| 14. Malicious damage to school property   | Dismissal             |                 |                       |           |
| 15. Disclosure of confidential or material information  | Dismissal             |                 |                       |           |
| 16. Issuing unauthorized statements to the press and the general public relating to school business | Dismissal             |                 |                       |           |
| 17. Permitting unauthorized persons to drive school's vehicle                                       | Final written warning | Dismissal       |                       |           |
| 18. Non disclosure of misconduct that the teacher knows.  | Verbal warning        | written warning | Final written warning | Dismissal |

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- 19. Any act of dishonesty      Dismissal
  - 20. Contravening any  
examination Regulation      Dismissal
  - 21. Embezzle school funds      Dismissal

Although the schedule of offences and corresponding disciplinary measures are principally a guide, the procedures stipulated herein **MUST** be adhered to in order to maintain impartiality and uniformity. However, this document is not intended as a substitute for good management, but is an expression of policy on discipline and grievance procedure and serves as guide to both management and employees.



TEACHER'S COMMENTS ON THE WRITTEN WARNING:

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DATE OF ISSUE.....

SUPERVISOR'S SIGNATURE ..... DATE .....

TEACHER'S SIGNATURE: ..... DATE .....

(TO BE COMPLETED WITHIN 5 DAYS OF RECEIVING A WARNING,  
BY A TEACHER WHO WISHES TO APPEAL)

I WISH TO APPEAL AGAINST THIS WRITTEN WARNING FOR THE  
FOLLOWING REASONS:

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SIGNATURE OF TEACHER ..... DATE .....

RECEIVED BY SUPERVISOR:

SIGNATURE ..... DATE .....



DATE RECEIVED: .....

OUTCOME OF APPEAL: .....  
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.....  
.....

SIGNATURE: ..... DATE .....

SIGNATURE (TEACHER): ..... DATE .....

GRIEVANCE FORM

(TO BE COMPLETED BY THE TEACHER LODGING THE GRIEVANCE)

NAME OF EMPLOYEE .....

CAUSES OF THE GRIEVANCE .....

SOLUTION REQUESTED:  
.....

SIGNATURE OF EMPLOYEE ..... DATE .....

(TO BE COMPLETED BY THE SUPERVISOR WHO DEALT WITH THE GRIEVANCE IN STAGE ONE OF THE PROCEDURE)

DATE RECEIVED .....

NAME OF SUPERVISOR .....

STEPS TAKEN TO RESOLVE GRIEVANCE .....

COMMENTS ABOUT THE GRIEVANCE .....

REMEDY PROPOSED BY SUPERVISOR:

OUTCOME: .....

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.....  
.....

SUPERVISORS SIGNATURE: ..... DATE .....

(TO BE COMPLETED BY THE SUPERVISOR IN DEALING WITH THE  
GRIEVANCE IN TERMS OF STAGE TWO OF THE PROCEDURE)

DATE RECEIVED.....

SUPERVISORS COMMENTS:

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SUPERVISORS PROPOSALS:

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OUTCOME: .....  
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SUPERVISORS SIGNATURE ..... DATE .....

EMPLOYEES SIGNATURE ..... DATE .....



You are required by section ..... of the Teaching service code of conduct to submit your reply to this charge within 14 days to the school board.

Signed..... date .....  
Complainant

RECEIVED A COPY HEREOF:

Signed..... date .....  
Defendant

**Note.** A teacher who is charged with misconduct shall continue with his normal duties unless he is also suspended from duty in accordance with part III of the teaching service Code of conduct.





Signed ..... date .....  
Principal

Notes .

1. During your suspension you are not allowed to seek alternative employment and you are to make yourself available to the school or the Commission whenever you are required to do so.

2. A copy of this form should be sent to the secretary, Teaching Service Commission and the school board. It should be accompanied by a full explanation of the circumstances of the case, and the outcome of any preliminary investigations which may have been carried out. It should also be accompanied by a copy of the meeting of the school board at which the case was considered.

3. This suspension will automatically lapse after 14 days unless a charge of misconduct is issued and a teacher may not be subjected to that particular charge.

**APPEAL BY A TEACHER AGAINST SUSPENSION**

Name.....

Position ..... Employment No.....

School ..... School Reg NO .....

Address.....

To the Secretary, Teaching Service Tribunal against the suspension imposed on me by the principal of the above mentioned school, and requests the tribunal to set it aside.

Decision appealed against (attach copy).....

My grounds for this appeal are as follows: .....

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.....  
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.....

(Continue on a separate sheet if space is insufficient)

Signed ..... date .....

Teacher

Copy: Teaching Service Commission  
School Board

**NOTE**

1. Act No. 3 of 2010