

EES for Schools Clerking Agency (the “Clerking Agency”) – Specialist Meetings

- Pupil Disciplinary (Exclusions) Committee
- Dismissal and Disciplinary Committee
- Dismissal and Disciplinary Appeals Committee
- Pay Appeals Committee
- Complaints Appeal Committee
- Investigatory meetings, etc.

EES for Schools can provide your school with a professional clerk for any of the above specialist meetings as and when necessary.

Price

£288 per meeting

NB: Meetings in excess of 2 hours will incur a fee of £72 per additional hour or part thereof.

The level of service for these meetings does not include the preparation and distribution of the paperwork for the hearing; however the clerk can do this for an additional £120 per meeting (limited to 5 hours).

Performance Principles and Standards

Customer care is our highest priority and with this in mind we:

- provide all our clerks with high quality training and regular updates on statutory duties
- seek formal feedback from customers following all specialist meetings
- constantly review our practice in response to feedback and our own experience
- take any complaints seriously and deal with them promptly

In addition to the above the Clerking Agency welcomes informal feedback and evaluation at any time.

Cancellations

We request that cancellations are notified no later than 24 hours prior to the meeting. Should you require further information please do not hesitate to contact us on 033301 38100 or clerking@EESforschools.org