



01772 531814

01772 531949

[vic.welch@ed.lancscc.gov.uk](mailto:vic.welch@ed.lancscc.gov.uk)

**Private & Confidential**

Mrs J Watts

Chorley

Your Ref

Our Ref

Date

VGW

5<sup>th</sup> September 2007

Dear Mrs Watts

**Return to work discussion**

As promised I write to confirm the discussion that took place at the meeting that you attended today with your partner.

We were pleased to hear that there had been an improvement in your condition and that you wanted to return to work and hoped that this would be in the relatively near future.

Following your last appointment with your GP in July you confirmed that you are due to see him again tomorrow to discuss the medication you were still taking. You agreed to make contact again following this appointment with an update regarding a potential return to work. You also confirmed that despite the improvement you continued to be anxious and found certain situations very stressful.

I explained the possible facility, should a return to work be approved, available to you with the support of the school for arrangements that could be put in place for a return to work. This included phasing arrangement where the return can be built up over a period of three or four weeks gradually increasing the number of days worked. Additionally the school has agreed to facilitate arrangements where for the first couple of days the supply class teacher would continue to teach the class in order for you familiarise yourself with the new set up of the school, the children in your class and any preparatory work necessary. I asked that you discuss this with your GP in order to assist him in determining if a return to work is appropriate.

I referred to the remarks made by the Occupational Health Adviser in the most recent report regarding your perceived work related issues. You stated your concerns were in connection with communication with the school and your working relationship with the Headteacher. This was both during your absence and prior to

**Vic Welch**, Senior Area Human Resources Manager

Education Personnel • Education and Cultural Services Directorate, PO Box 61, County Hall, Preston, PR1 8RJ

it. Following discussion it was agreed that both parties would keep in contact particularly to discuss arrangements regarding the return to work and support that could be offered.

The Andrew raised with you the fact that Steven Belbin the school adviser who had been in discussion with you prior to your absence would again need meet with you to discuss strategies for informal support that can be offered to you. It was however confirmed that it would be inappropriate for this to take place with you until you were fully back in to the school following any phasing arrangements that are to be put in place.

I would like to thank you for agreeing to meet today and hope you found it useful. I would also like to wish you a continued improvement with your health and that the appointments with both your GP and the Employee Welfare and Counselling Services are helpful to you.

Should you have any queries regarding return to work arrangements or any other matters of procedure please give me a telephone call on the above number.

Yours sincerely



Mr V Welch  
Senior Area Human Resources Manager

CC. Andrew Kidd - Headteacher