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HACKHAM EAST SCHOOLS GRIEVANCE PROCEDURES

At Hackham East Schools we believe that good relationships between the school and its community give children a greater chance of success.

However, it is only natural that from time to time grievances can arise.

Principles of our policy.

- Everyone should be treated with respect.
- Meetings to discuss grievances should be suspended if any person(s) behave in an insulting or offensive manner.

<p style="text-align: center;">STUDENTS</p> <p style="text-align: center;">with a grievance should</p>	<p style="text-align: center;">PARENTS</p> <p style="text-align: center;">with a grievance should</p>	<p style="text-align: center;">TEACHERS</p> <p style="text-align: center;">with a grievance should</p>
<p>STEPS:-</p> <ol style="list-style-type: none"> 1. talk to the person about the problem. 2. talk to a peer mediator or another friend you trust 3. talk to a Grievance Contact Person or another teacher / S.S.O. who you trust about the problem at an appropriate time. 4. if you feel uncomfortable, speak to someone, who you feel comfortable with. 5. if issue unresolved speak to your parent(s) caregivers. 	<p>STEPS:-</p> <ol style="list-style-type: none"> 1. arrange a time to speak to the relevant teacher(s) about the problem. 2. Please Do Not enter school classrooms or offices about a major grievance to see staff without an appointment. 3. let the teacher know what you consider to be unjust or unfair action. 4. allow reasonable timeframe for issue to be addressed. 5. if the grievance is not addressed arrange a time to speak with the Principal. 6. if you are still 	<p>STEPS:-</p> <ol style="list-style-type: none"> 1. arrange a time to speak to the person concerned. 2. Allow reasonable time for issue to be addressed. 3. if the grievance is not addressed, speak to - <ul style="list-style-type: none"> • your Principal • a nominated grievance contact person • OHSW rep • Union rep. <p><i>(Ask their support in addressing the grievance by - speaking to the person involved on your behalf - acting as a mediator in a meeting.)</i></p>

unhappy, please
arrange a time to
resolve the issue with
District
Superintendent.

1. *If you are unhappy
arrange a time to speak to
the District Superintendent.*

Note: Parent(s) with a grievance about School Policy

- arrange a meeting time with the Principal to discuss your concern.
- Allow reasonable time frame for issue to be addressed.
- If you are still unhappy arrange a time to resolve the issue with the District Superintendent.

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