

GRIEVANCE PROCEDURES PORT LINCOLN PRIMARY SCHOOL

This information is to be sent home via student Progress Folders

At Port Lincoln Primary School we support the right of any member of the school community who believes our school behaviour code is not being supported or enforced appropriately to have their grievance addressed, at an appropriate time, manner and place.

The procedure to be followed in addressing a grievance is, in the first instance, to approach the person with whom you have the grievance. However, if you feel you are unable to do this, the following is a set of guidelines you may wish to consider.

It is important that the information regarding any grievance is kept confidential within the appropriate parties as per the following set of guidelines.

STUDENT'S PROCEDURES:

- arrange a time to speak to the teacher,
- share your concern with parents/care providers,
- let the teacher know what you consider to be unjust or unfair,
- if the grievance is not addressed, let the teacher know you will be speaking to someone else,
- arrange a time to speak to another teacher, the Counsellor, Deputy Principal, or the Principal.

PARENT'S PROCEDURES:

- arrange a time, through the office, to speak to the appropriate teacher,
- let the teacher know what you consider to be unjust or unfair,
- if the grievance is not addressed, let the teacher know you will be speaking to someone else,
- arrange a time to speak to the Deputy Principal or Principal, Phone 8682 1544
- if you are still dissatisfied, approach the Regional Director or his/her executive assistant who will try to assist you to resolve the situation, Phone 8682 0700

STAFF PROCEDURES:

- arrange a time to speak to the person concerned,
- if the grievance is not addressed, speak to your Deputy Principal or Principal and ask their support in addressing the grievance by speaking to the person involved,
- if you are still dissatisfied, approach the School Occupational, Health, Safety and Welfare (OHS&W) or Australian Education Union (AEU) representative to act as an advocate and help you resolve the situation.

