



Richmond Primary School

Grievance Policy

Rationale

At Richmond 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.

The usual procedure 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 these grievances are kept confidential.

Students

You may wish to arrange a time to speak to the teacher and let the teacher know what you consider to be unfair. If the grievance is not addressed let the teacher know you will be speaking to someone else, you may wish to arrange a time to speak to the principal.

Parents

You may wish to arrange a time to speak to the teacher and let the teacher know what you consider to be unfair. If the grievance is not addressed let the teacher know you will be speaking to someone else. You may wish to arrange a time to speak to the principal. If you are still dissatisfied you may wish to approach the Education Director who will try to assist you to resolve the situation

Staff

You may wish to arrange a time to speak to the person concerned. If the grievance is not addressed speak to someone in the leadership team and ask for their support in addressing the grievance by speaking to the person involved. If you are still dissatisfied, you may wish to approach the Education Director who will try to assist you to resolve the situation

It is important that your concerns be kept confidential. If you do discuss your concerns with, or in front of your child, try to do so in an open positive way.

School staff will deal with issues that are raised in the process outlined above. An honest and supportive approach by all involved will share and clarify areas of concern, seeking a fair and equitable solution.