



**MINLATON DISTRICT SCHOOL
GRIEVANCE PROCEDURES**

Positive school community relationships enhance the provision of a supportive learning environment for our students. Positive feedback is always appreciated. From time to time school community members (students, parents or staff) may disagree with or have concerns about what happens at school.

Where members of the school community are involved in discussions about issues they should be assured that resolution processes will be worked through confidentially at the school level. It is important that issues are addressed as soon as possible using an agreed resolution process.

The procedure to be followed in addressing a grievance is, in the first instance, to approach the person with whom you have the grievance. The following is a set of guidelines for individuals within the school.

STUDENTS	PARENTS	STAFF
<ol style="list-style-type: none"> 1. Arrange a time to speak to the person. 2. Let the concerned person know what you consider to be unjust or unfair. 3. If the grievance is not addressed, let the person know you will be speaking to someone else. 4. Arrange a time to speak with another staff member, Student Counsellor or Principal. 	<ol style="list-style-type: none"> 1. Arrange a time to speak to the person. 2. Let the person know what you consider to be unjust or unfair. 3. If the grievance is not addressed, let the person know you will be speaking to someone else. 4. Arrange a time to speak to the Principal. 5. If you are still dissatisfied let the Principal know. 6. Contact the Regional Office in Kadina, they will try to assist you to resolve the situation. 	<ol style="list-style-type: none"> 1. Arrange a time to speak to the person concerned. 2. Let the person know what you consider to be unjust or unfair 3. If the grievance is not resolved, speak to your Line Manager or Principal. 4. If you are still dissatisfied, contact the Regional Office in Kadina, they will try to assist you to resolve the situation.