Good relationships within the school community give children a greater chance of success. The following steps are ways through which you can raise issues or concerns regarding your child’s education. All personal matters about student, parent or staff relationships should be made directly and confidentially with the person involved.

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

In the event of a grievance, the following guidelines may be used.

<table>
<thead>
<tr>
<th>STUDENTS with a grievance could</th>
<th>TEACHERS with a grievance could</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Fill out a Student Concern Report (Bright Orange) and record your concern.</td>
<td>1. Arrange a time to speak to the person concerned.</td>
</tr>
<tr>
<td>1. Talk to the person about the problem.</td>
<td>2. Allow reasonable time for the issue to be addressed.</td>
</tr>
<tr>
<td>2. Talk to a teacher or S.S.O. about the problem at an appropriate time.</td>
<td>3. <strong>If the grievance is not resolved, speak to</strong> – Principal/Line Manager nominated grievance contact</td>
</tr>
<tr>
<td>3. If you feel uncomfortable, speak to someone, ‘who you feel comfortable with.’</td>
<td>• H &amp; S Rep/Counsellor</td>
</tr>
<tr>
<td>4. If the issue is unresolved, speak to your parent(s) or caregivers.</td>
<td>• Union Representative</td>
</tr>
<tr>
<td></td>
<td>• PAC (where appropriate)</td>
</tr>
<tr>
<td></td>
<td>Ask their support in addressing the Grievance by:</td>
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<tr>
<td></td>
<td>Speaking to the person involved in the behaviour</td>
</tr>
<tr>
<td></td>
<td>Monitoring the situation.</td>
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<tr>
<td></td>
<td>Investigating your concern</td>
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<tr>
<td></td>
<td>or acting as a mediator.</td>
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<tr>
<td></td>
<td>4. If the issue is not resolved within a reasonable time arrange a time to speak with the District Office.</td>
</tr>
</tbody>
</table>

Review: 2015
Student Grievance Procedures
For use by Students at Lameroo Regional Community School

When you are not feeling safe
or
when you have a concern about something at school:

you can take action

Fill out a Student Concern Report (Bright Orange) and record your concern.

1. Speak to the person bothering you
   You may ask a friend or someone you trust to be with you when you do this.

2. Speak with:
   a teacher
   the Student Counsellor
   your parents
   the Christian Pastoral Support Worker
   the Deputy Principal or Principal

BE PERSISTENT: Don't give up until you feel safe.
Remember - you are in control of what happens.
Lameroo Regional Community School

STUDENT CONCERN REPORT

To be completed in Student’s own time, and then consult with your Class/Home Group Teacher

Student/s making the report: _____________________________________________________

Name of person/s who are the concern: ___________________________________________

Have you talked with your Teacher? Yes ☐ No ☐

What is the concern?

- Is it bullying ☐ violence ☐ swearing ☐ teasing ☐ other ☐

Can you explain? _______________________________________________________________
___________________________________________________________________________

Where and when did this happen? ______________________________________________
___________________________________________________________________________

Who else saw this happen? ____________________________________________________

Have you spoken with the person/s? ____________________________________________

How have you tried to solve this concern? _______________________________________
___________________________________________________________________________

What help would you like to solve the concern & who would you like to help you?

Student signature: __________________________ Date: ______________

Class/ Home Group Teacher name: __________________________ Signed ___________

--- ADULT TO COMPLETE ---

DATE RECEIVED: __________________ (ACKNOWLEDGED WITHIN 24 HOURS)

Action:

Signature __________________________ Date: __________

COPY TO:

☐ Principal/Deputy
☐ Counsellor/Coordinator
☐ Class/Home Group Teacher/Student file

ORIGINAL TO FAMILY

Review date: __________________

FILE in Student’s folder (two weeks)

J:\Common\POLICIES\Student H & W Grievance Procedure.Doc
Lameroo Regional Community School

PARENT CONCERN REPORT

To be completed by the person with the concern, and then discussed with the people involved

Name of person submitting this report: ________________________________________

Name of Student Concerned: ________________________________________________

Lameroo Regional Community School

Staff Member this report is addressed to: _______________________________________

Have you talked with the Teacher? Yes No

What is the concern? _________________________________________________________

___________________________________________________________________________

Where and when did this happen? Date: / / Time:

___________________________________________________________________________

Who else saw this happen? _________________________________________________

Have the people involved spoken about the problem? __________________________

What help would you like to solve the concern & who would you like to help you?

Signature: __________________________ Date: __________________________

RECEIVED BY: __________ DATE RECEIVED: __________ (ACKNOWLEDGED WITHIN 24 HOURS)

ACTION

Signature __________________________ Date: _______

COPY TO:

Principal/Deputy
Counsellor/Coordinator
Person to whom the concern is addressed

ORIGINAL TO PERSON SUBMITTING THIS REPORT

Review date: __________________________
(two weeks)