



NORWOOD MORIALTA HIGH SCHOOL GRIEVANCE PROCEDURES

Information for Students, Staff and Parents

At the Norwood Morialta High 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 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 these grievances are kept confidential.

STUDENTS	PARENTS
<ul style="list-style-type: none"> • Arrange a time to speak to the teacher outside lesson times. • Let the teacher know what you consider to be unjust or unfair. Strategies to help you do this successfully are: <ul style="list-style-type: none"> ○ Stick to the facts ○ Present your argument in a calm, polite and logical manner. • Use a peer mediator, member of the executive of the SRC or a fellow student who you feel comfortable with to talk with the teacher. • If the grievance is not addressed let the teacher know you will be speaking to someone else. • Arrange a time to speak to someone in the school leadership team, eg Counsellor, Sub-School Head, Learning Community Leader, Assistant Principal, Deputy Principal or the Principal. 	<ul style="list-style-type: none"> • Arrange a time to speak to the 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. • Consider the use of a mediator or a support person. • Arrange a time to speak to someone in the school leadership team, eg Counsellor, Sub-School Head, Learning Community Leader, Assistant Principal, Deputy Principal or the Principal. • If you are still dissatisfied please contact the Regional Office at Felixstow