



# SMJ HORSHAM GRIEVANCE PROCEDURE FOR FAMILIES

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## GRIEVANCE PROCEDURE FOR FAMILIES

The relationship between the home and the school is a very important part of ensuring that children are happy, secure and open to learning. Parents and teachers need to work closely together to provide the best educational opportunities for children. We encourage you to discuss your child's progress with his/her teacher and to let the teacher know if you have any concerns so the school can work with you to resolve these as promptly and effectively as possible.

### What to do if you have a problem:

- Try to identify the problem clearly before contacting the school. If there is more than one problem, list them to ensure that the extent of the problem is clear to the school.
- Decide whether the problem is a concern, enquiry or complaint. This will help in finding a solution.
- Make an appointment to meet with your child's class teacher. The best way to do this is to contact the school office to arrange a mutually convenient time for a telephone call or meeting.
- If you do not feel after your meeting that the matter has been resolved or if you have a complaint about the teacher or another staff member, make arrangements to meet with the Assistance Principal.
- Try to stay calm when discussing your concern. Even if you don't feel it, being calm will help you get your concerns across more clearly than if you are upset or angry. It may help to take someone with you. • Remember, the staff are committed to resolving any issues that parents might have regarding their children and will discuss with you actions that might be taken in regard to your concern.
- If you still do not feel that the matter has been resolved or if your complaint is about a very serious matter, send your complaint in writing to the Principal.
- After your complaint has been dealt with by the School Principal, if you are still not satisfied with the outcome, you should then send your complaint in writing to the Education Consultant for your school.
- If the matter has still not been resolved, notify the Director of Catholic Education stating your concerns in writing. If no resolution has been achieved, the Director will arbitrate after thorough examination of the grievance and related issues.
- If matters still remain unresolved you have the right to seek arbitration through the courts, ombudsman, legal representation and other government commissions such as Human Rights Commission etc. These might entail some financial cost to you.

**Note:** The School Registration Board and the Secretary of the Department of Education do not deal with complaints within the Catholic Education system except in so far as those complaints relate to Standards required by the Victorian Schools Registration Board.

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## When you make a complaint:

- If a complaint is made against a person, that person will be informed of the nature and content of the complaint and will have the right to respond.
- Discussions of complaints are confidential.
- Complaints may be made verbally or in writing.
- All complaints, the actions taken to resolve them and outcomes of those actions will be fully documented.
- A person who has made a complaint may withdraw it at any time. If the complaint is in writing, the withdrawal should also be in writing.
- No one will be victimised as a result of taking out a formal grievance.
- At the formal stage, a person who has made a complaint has the right to be represented and supported by another person eg. a friend or other person of his/her choice as a support person.
- A process of mediation is an option at any stage of the process.

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