

# JOHN HARTLEY SCHOOL PARENT/CAREGIVER GRIEVANCE PROCEDURES

From time to time parents may have concerns about what happens at school. These can be about specific incidents, student learning or school policies.

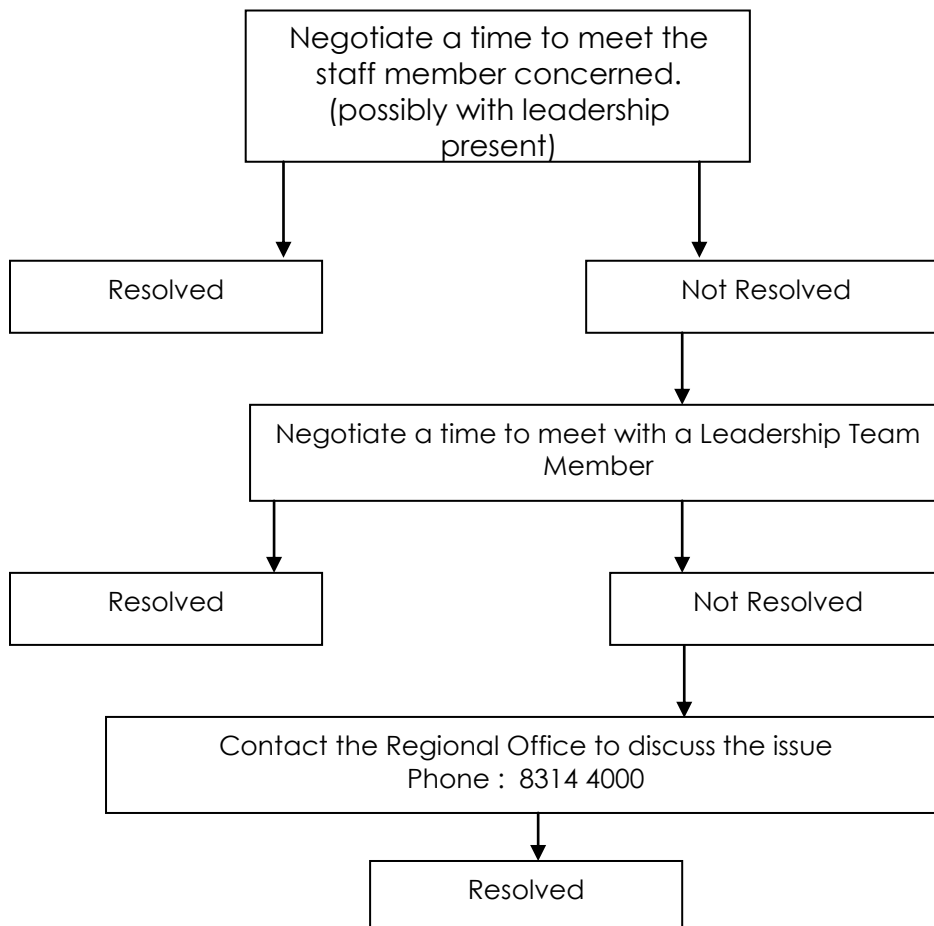
We really want to know your concerns and help you solve them.

In order to help us work together we have developed a *Parent Grievance Procedure*. The procedure was endorsed by the John Hartley School Governing Council.

As a parent it is your right to use the Grievance Procedure. The Governing Council would like you to observe the following responsibilities if using the Grievance Procedure:

- Negotiate an appropriate time to meet with the staff member concerned, through the office;
- Only discuss information relevant to your child;
- Keep information discussed at the meeting confidential.

## Parent Grievance Procedure



N.B. At times you may wish to seek support from a friend or family member to accompany you to the meeting to discuss your concerns.