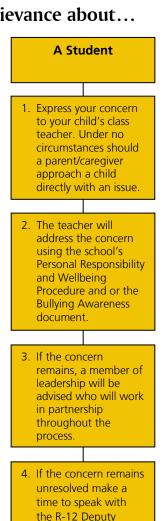
## PARENT / CAREGIVER GRIEVANCE PROCEDURE - PRIMARY YEARS, FINDON CAMPUS



The Nazareth Leadership Team believes issues, concerns and/or grievances can arise and must be resolved in a timely manner with procedures that are clearly communicated to the entire community. It is important that a time of reflection takes place and that grievances are kept confidential. It is also most important that positive bonds and relationships are developed between staff members, students, parents and their families. The following flow chart will assist with resolving any issues, concerns and/or grievances.

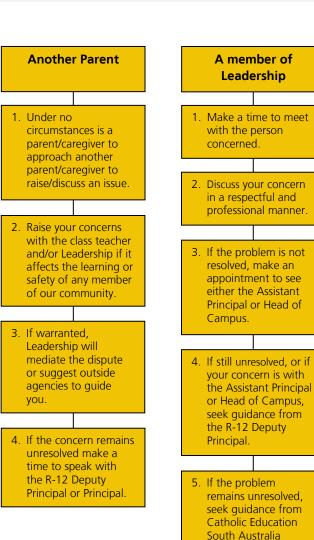
## I have a concern / grievance about...

## Teaching and Learning 1. Make a time to meet with the relevant teacher to discuss your concern. 2. The teacher will confirm a follow up meeting if necessary. 3. If your concern remains unresolved, speak with the Assistant Principal or Head of Campus. 4. If your concern remains unresolved make a time to speak with the R-12 Deputy Principal or Principal.



Principal or Principal.

## A Staff Member 1. Make a time to meet with the person concerned. 2. Discuss your concern in a respectful and professional manner. 3. If actions arise from the discussion, make a time to review them (if necessary). 4. If the problem is not resolved, make a time to speak with the Assistant Principal or Head of Campus who will work in partnership to find a solution. 5 If the concern remains unresolved make a time to speak with the R-12 Deputy Principal or Principal.



(CESA).