STUDENT GRIEVANCE PROCEDURE

If STUDENTS have a grievance (grievance is something unreasonable that they are not happy with)

1. They can SPEAK to any of the following people to work out what to do:
   - A parent/caregiver
   - A staff member
   - A Counsellor
   - A year level coordinator
   - A Student Voice Representative

2. TAKE THE ACTION they have worked out with one of the above people.
   If this does not work, then:

3. GO BACK to the same person they spoke to in step 1 to work out something else.

4. TAKE THE NEXT ACTION they worked out.

5. If this doesn’t work then TRY AGAIN with another person on the list.

6. TAKE THE NEW ACTION they worked out and persist until they feel the situation is resolved.

7. If this doesn’t work they can talk to the PRINCIPAL, or an ASSISTANT PRINCIPAL.