



Woodville Gardens  
School

**Fairness Respect Responsibility**

Ridley Grove, Woodville Gardens, 5012

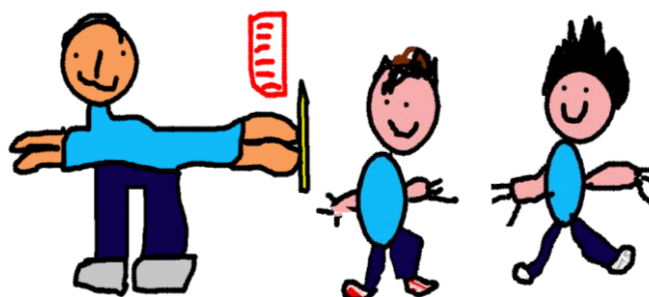
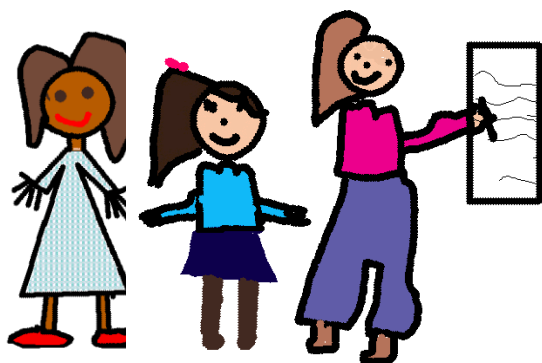
Ph: 8414 8600 Fax: 8414 8650

dl.1904.info@schools.sa.edu.au

## **GRIEVANCE PROCEDURES**

# **POSITIVE RELATIONSHIPS for STUDENTS, PARENTS AND STAFF**

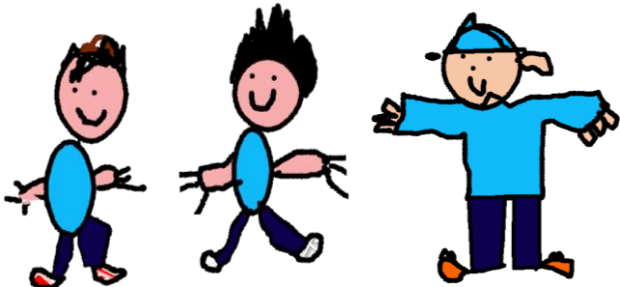
In the event of a grievance the following  
guidelines should be used:



**Government of South Australia**  
Department for Education

## STUDENT GRIEVANCE PROCEDURE

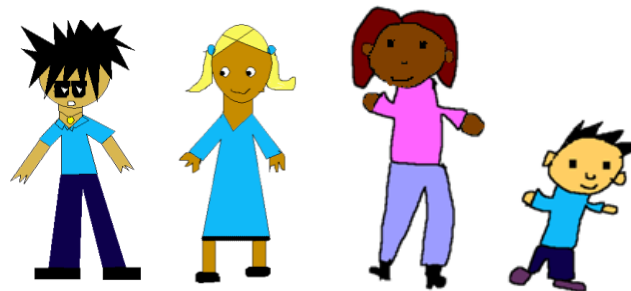
- 1. Work it out on your own.**
  - Take time-out / cool down/ think
  - Work out exactly what the issue is
- 2. Talk calmly to the person who you have the grievance with.**
  - Take a friend / witness with you
  - example "I feel ... when you...and you need to stop."
- 3. Solve it with a teacher.**
  - Tell them everything
  - Decide with them what you will do and see if it works
- 4. Seek further help if the issue is unresolved.**
  - Go to the Wellbeing staff, Assistant Principals, Deputy Principals or Principal
  - Work out exactly what the issue is
  - The Principal / Wellbeing staff, together with your parent, will decide what action is to be taken



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**Good relationships within the school community provide the opportunity for a safe and supportive environment.**

**At Woodville Gardens we aim to respect everyone, repair harm and restore relationships.**



## PARENT GRIEVANCE PROCEDURES

- 1. Speak to the person involved, by appointment**
  - Contact the school to make a mutually convenient time to meet with the person. Phone: 8414 8600
  - Be fair, calm and honest
- 2. Speak to School Leadership by appointment**
  - Contact the school to make a mutually convenient time to meet with the member of the leadership team  
Phone: 8414 8600
- 3. Seek advice from the Department for Education**
  - Contact Head Office.  
Phone: 8226 1000

