



Woodville Gardens
School

Fairness Respect Responsibility

Ridley Grove, Woodville Gardens, 5012

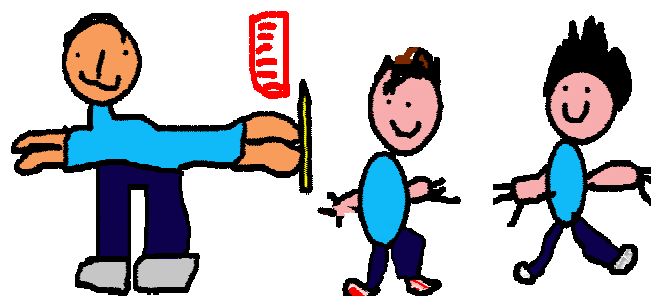
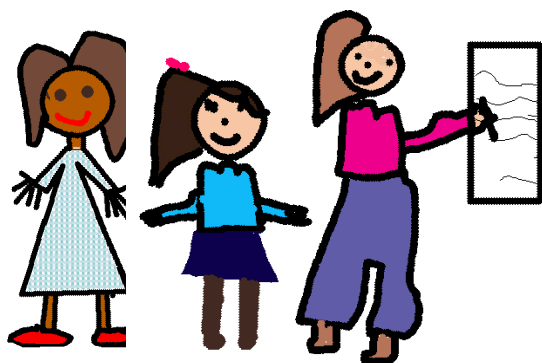
Ph: 84148600 Fax: 84148650

www.wgs.sa.edu.au

GRIEVANCE PROCEDURES

POSITIVE RELATIONSHIPS for STUDENTS, PARENTS AND STAFF

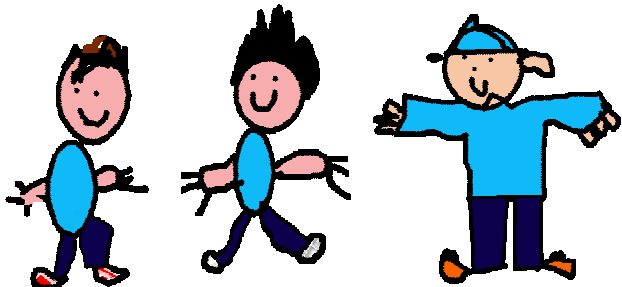
In the event of a grievance the following
guidelines should be used:



Government of South Australia
Department for Education

STUDENT GRIEVANCE PROCEDURE

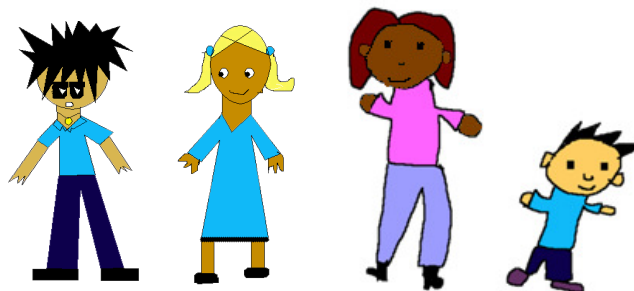
1. **Work it out on your own.**
 - Take time-out / cool down/ think
 - Work out exactly what the issue is
2. **Talk calmly to the person who you have the grievance with.**
 - Take a friend / witness with you
 - example "I feel ... when you...and you need to stop."
3. **Solve it with a teacher.**
 - Tell 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



Woodville Gardens
School

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: 84148600
3. **Seek advice from the Department for Education**
 - Contact Head Office.
Phone: 8226 1000

