

All students are taught how to follow up on any personal concerns or issues they may wish to raise by following a grievance procedure.

1. Talk about the problem with the person concerned
2. Talk to a staff member at an appropriate time. This might be your class teacher or an SSO.
3. If you feel uncomfortable, speak to someone you feel comfortable with. This might be another school teacher or the school counsellor.
4. If the issue is unresolved, talk to the Principal or School Counsellor.
5. If the issue still remains involved, either talk to your parent or someone you trust about the problem, to advocate on your behalf.

**Students should always be encouraged to talk to a parent or caregiver about any concerns they have at any time!**

#### General student matters or school matters:

General school or student matters can be raised at class meetings and forwarded to Student Action Teams for follow up.

Parents can help students follow these procedures by discussing them with their children so they better understand them and how to use them.

