



BRINGING A CONCERN POLICY: HIGH SCHOOL STUDENT

Introduction

The aim of this procedure is to enable and empower our students to deal with conflict in a mature way that has the best chance of bringing about resolution and healing. The ideal solution would involve the student resolving matters directly with the person involved in an attempt to model positive conflict resolution beyond their school years.

Procedure

If a student has a concern or grievance regarding a member of staff, this is the procedure to be followed:

- A) The student will request a meeting to raise the matter with the staff member concerned.
- This is the preferred first approach with the aim of empowering the student to find the most efficient way of resolving the matter quickly and effectively.
 - If the student is unable to approach the staff member concerned directly, they may approach one of the following staff members who will help to facilitate the process:
 - their guardian
 - the school counsellor
 - any other high school teacher
 - This person approached will:
 - facilitate a discussion between the student and the staff member concerned (the student may bring one other student to be part of a meeting as support), OR
 - speak to the staff member concerned on the student's behalf.
- B) If the matter is not resolved the following steps can be taken:
- The student can write a formal letter to the High School Faculty stating the concern or grievance, what has been done thus far to resolve the matter and what remains unresolved for the student, OR
 - Make a request to the High School Faculty for a mediated meeting to resolve the issue concerned. The student may choose to have a supportive friend/family member present at this meeting. The staff member may also have a colleague accompany them at this meeting. The mediator will be appointed by the High School Faculty.
- C) If after this the student feels the matter remains unresolved, a request to state his/her case at a meeting of the High School Faculty in person will be granted. The student may bring one other student or family member to be part of this meeting for support.
- Having heard any further arguments or points of view, the High School Faculty reserves the right to make the final decision in this matter.
 - This decision will then be conveyed to the College of Teachers.
- D) The student has a right to appeal the decision to College. This would require that a formal letter be sent to the College by Tuesday in time for it to be tabled at that week's College meeting.

Adoption

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This document was approved by the High School Faculty at their meeting of 19 July 2022 and by the College of Teachers at their meeting of 28 July 2022.