

## GRACEFIELD SCHOOL PROCEDURES

### Staff Discipline, Complaints Against Staff, Personal Grievance and Dismissal

#### ***Staff discipline, personal grievance and dismissal***

The overriding document in all cases will be the relevant employment contract the staff member has signed.

#### ***Complaints made by parents about a staff member***

Parents will be encouraged to lay complaints in the following manner:

1. Inform the teacher concerned either verbally or in writing of the issue.
2. If not satisfied with the response from the teacher go to the senior teacher of the area the staff member works in.
3. If still not satisfied with the response, go to the Principal.
4. In the event of the issue not being resolved the parent may wish to put the complaint in writing to the Board Chairperson.
5. The Board Chairperson will take any written complaints to the Board, who will deal with these privately *in committee*.
6. All written complaints to the Board will be responded to in writing.

#### ***Complaints made by a staff member about another staff member***

Every effort should be made to sort problems out at a personal level. If this can not be done, then the following guidelines will be used:

1. The complaint will be taken to the senior teacher of the staff member involved. (If the complaint is about the senior teacher then the staff member will go to the Principal.)
2. If the staff member is still not satisfied the complaint should go to the Principal. (If the complaint is about the Principal, the staff member will go to the Board Chairperson.)
3. If the staff member is still not happy they may put the complaint in writing to the Board Chairperson.

4. The Board Chairperson will take any written complaints to the Board, who will deal with these privately *in committee*.
5. All written complaints to the Board will be responded to in writing.

Approved Oct 06

Principal \_\_\_\_\_

Chairperson \_\_\_\_\_