

Procedure for Dealing with Concerns and Complaints



Starting Point				
Your concern or problem involves a classroom matter or a particular staff member		Your concern or problem does not involve a classroom matter or particular staff member OR has not been resolved by visiting the staff member		Your concern or problem has not been resolved by visiting the staff member or the Principal, OR it involves the Principal or BoT
↓	NO →	YES ↓	NO →	You now have a COMPLAINT ↓
Write a note or phone the staff member concerned to make a suitable time to discuss the issue. Indicate before the discussion what the concern is about		Write a note or phone the Principal and make a time to discuss the concern or problem. Indicate before the discussion what the concern is about, and the steps you have taken to remedy that		Write to the Board of Trustees, via the Chairperson, outlining your problem, concern or complaint in detail, and all actions s taken to date. The chairperson will need to ensure the correct process has been followed before the Board will consider and may direct you back to the staff member or Principal. Include your name, signature and contact details. Your complaint will be acknowledged along with an expected timeframe for resolution.
↓	↑	↓	↑	↓
Talk with the relevant staff member about the issue. Be prepared to listen to their point of view. This may require more than one meeting, and involve the deputy or assistant principal		Discuss with the Principal, be prepared to listen to their point of view, and provide feedback to ensure the problem is settled. The concern may be referred to the staff member(s) particularly where this process has not been followed to date		
↑	↑	↑	↑	
Provide feedback to the staff member as to whether you were satisfied or not, to ensure the problem is settled				
ISSUE RESOLVED? →	NO	ISSUE RESOLVED? →	NO	Except in exceptional circumstances the Board of Trustees will not accept any complaints unless it is in writing and that reasonable attempt has been made to resolve it through this process.
YES ↓		YES ↓		
No Further action is required			←	Once the Board has considered and resolved the complaint, the Board will endeavour to convene a follow-up contact within one month