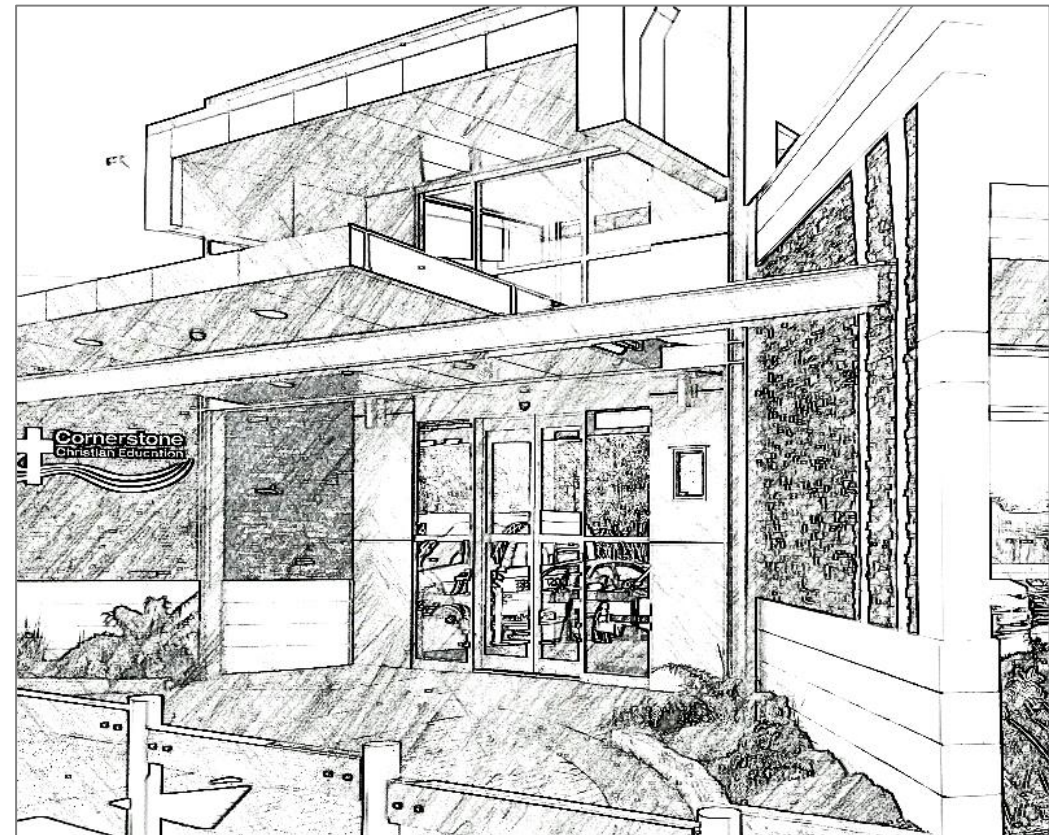


HANDY HINTS

- We will only know of your concern if you tell us.
- We prefer that you come to talk through a problem rather than discussing it in the community or via social media.
- If you have concerns regarding a student, you must approach the school NOT the student.
- Problems should not be discussed in front of children, either at school or at home.
- The first person you should see regarding your concern is the person closest to the problem.
- Who you should approach depends on the nature of the concern. Clear guidelines are provided in the 'Concerns and Complaints Process' flowchart.
- If your concern has not been resolved following a meeting with the classroom teacher (Y1-6) or lifelab teacher (Y7-13), please make contact with the Aroha, Manahau, Tumanako or Whakapono Team Leader (Y1-8), or the Assistant Principal (AP) for the Primary (Y1-6), Middle (Y7-10) or Senior School (Y11-13) dependant on the level that the student or staff member is involved with.
- All staff can be contacted directly to set up meetings via their email addresses as per instructions on the school website.
- Approach a teacher with your concern when they are not teaching.
- We ask that staff show respect for you and ask that you show respect for them.
- Try the 3/1 rule. Before you express your concern, think about three things that are going well and express those first.

Communicating Your Concerns



“...be quick to listen, be slow to speak, slow to become angry.” James 1:19

Concerns and Complaints Process

Most concerns can be resolved informally by discussions with the people involved.

STEP 1

Your concern is **GENERAL IN NATURE**
OR ...
involves a particular **STUDENT OR STAFF MEMBER**.

Contact the person involved to arrange a time to discuss the matter privately.

Indicate what the concern is about and let them know if you'll bring a support person to the meeting.
If the concern is about a student, contact the student's teacher (or principal).

Meet with the person involved to discuss the matter.

Be prepared to listen to different points of view and try to work towards a resolution.

This may require another meeting and/or involve senior management.

Is the matter resolved?

Provide feedback as to whether you were satisfied with the outcome, or if the matter is not resolved.

YES

NO FURTHER ACTION REQUIRED

STEP 2

Your concern has **NOT** been resolved by meeting with the person concerned
OR ... does **NOT** involve a particular student or staff member
OR ... you **DO NOT** wish to approach the person concerned
OR ... involves the principal or a trustee (board member).

Contact the principal, senior management, or board member (as appropriate) to arrange a time to discuss the matter privately.

Indicate what the concern is about, any steps taken to resolve the matter, and let them know if you'll bring a support person to the meeting.

Meet with the appropriate person (as above) and discuss the matter.

Be prepared to listen to different points of view and try to work towards a resolution.

The principal may involve other people to help resolve the concern.

Is the matter resolved?

Provide feedback as to whether you were satisfied with the outcome, or if the matter is not resolved.

YES

STEP 3

Your concern has **NOT** been resolved by previous steps
OR ... your concern is more serious
OR ... your concern is serious and it's not appropriate to contact the principal (senior management) about it.

You can make a formal complaint.

See the school's **Making a Formal Complaint or Serious Allegation** procedure (SchoolDocs).

Put the complaint in writing (email or letter), giving as many facts and details as possible, and any steps taken to resolve the matter.

Include your name, signature, and contact details.

Send to the principal, presiding member (board chair), or deputy board chair/other board member, as appropriate.

Your complaint will be acknowledged.

The school will decide whether a formal investigation is necessary or appropriate. See the **Making a Formal Complaint or Serious Allegation** procedure (SchoolDocs).

If a formal investigation is required, subject to privacy, confidentiality, or other ethical and legal requirements, the school may keep you informed about the investigation process and timeframes, including confirmation of when the matter is concluded.

NOTE: Unless there are exceptional circumstances, a complaint will not be considered unless the correct process has been followed. You may be directed back to the staff member or principal to follow the process.

Once a formal complaint has been resolved, there are no further avenues to pursue the complaint with the school.

If you are not satisfied with the outcome of your complaint, you are encouraged to take advice and may wish to consider contacting other agencies. See the school's **Making a Formal Complaint or Serious Allegation** procedure (SchoolDocs).