

Flemington Primary School Issues Resolution Policy

DRAFT updated 7-6-16



1 Background:

Children learn best when parents and the school work together. From time to time problems arise for a variety of reasons. This policy explains how Parents can work with the school to solve the problem.

2 Rationale:

- To provide a safe and supportive learning and working environment
- To build positive relationships between students, parents, teachers and other staff
- To provide guidance on how to raise an issue and on the procedure that will be implemented to provide a resolution
- To resolve issues by working in partnership with students, parents, teachers, other staff, Leadership Team and Principal
- The school is constantly trying to improve. When issues are raised, they are regarded as a source of feedback

Definition of an 'issue':

Concern: A perceived matter that is raised to clarify, improve or change a situation. For example, "I believe that...,I think that the school should..."

Complaint: A perceived grievance or disagreement that requires resolution. For example, "My child has a problem with... and I want it resolved."

3 Guidelines:

In working through an issue or complaint it is essential that all involved demonstrate the values of the school at times. This includes:

- Be kind
- Be safe
- Be respectful

Communication processes:

As raising an issue and/or concern can be an emotional experience for both the parent and teacher/staff, the best form of communication is via telephone or through a face to face meeting. To organise a meeting time with a teacher/staff member regarding an issue or concern, please contact the school office on 9376 7137 or via email at flemington.ps@edumail.vic.gov

In the first instance, parents should approach teachers to resolve issues relating to student learning and specific student incidents in the teachers' class.

Parents should approach Collaborative Team Leaders (see below) to resolve issues when students from other classes are involved or if it is a decision that has been made in relation to all of the grades in that level.

2016 Collaborative Team Leaders

Level 1 (Grade Prep):	Mollie McMahon
Level 2 (Grade 1):	Kimberley Phair
Level 2 (Grade 2):	Katia Scicluna
Level 3 (Grade 3/4):	Zoe Lewis
Level 4 (Grade 5/6):	Emily Fintelman
Specialist:	Karen Leopold

Leadership Team:

- Sandra McOrist
- Sarah Nightingale
- Warwick Knight

Parents should approach members of the Leadership team to resolve issues that have not been dealt with successfully by the teacher or Collaborative Team Leader. Issues relating to staff members or complex student issues can also be referred to members of the Leadership team.

Parents should approach the Principal to resolve issues that cannot be resolved by the Leadership team and issues relating to school policy, management, staff members or complex student issues.

4 Procedure:

When you approach the school or child's teacher:

- be clear about the topic or issue you want to discuss
- focus on the things that genuinely affect your child
- be prepared to discuss the issue in an open and calm manner
- think about what an acceptable outcome would be for you and your child

5 Expectations:

The school will:

- attempt to resolve the issue promptly, as soon as possible after the issue occurs
- provide complete and factual information about the issue
- maintain and respect the privacy and confidentiality of all parties
- acknowledge that the common goal is to achieve an outcome acceptable to all parties
- act in good faith and in a courteous manner
- show respect and understanding of each other's point of view and value difference rather than judge and blame
- resolve issues in accordance with due process, principles of natural justice and the regulatory framework of the Department of Education and Training
- provide feedback that shows that the issue has been heard and that it has been addressed

6 Implementation:

The issues resolution policy will be sent home to all families at the start of the school year or during the enrolment process.

The policy will be placed on the school website.

Parents will be periodically reminded of the policy and procedures in relation to issues resolution.

7 Evaluation:

Parents are invited to provide feedback to the Principal throughout the year.

Feedback from parents and teachers will be sought. This can be emailed to the school email address at flemington.ps@edumail.vic.gov at any time. Please use the subject heading title 'Issues Resolution Policy'.

This policy was ratified by School Council in . It will be reviewed as circumstances warrant.