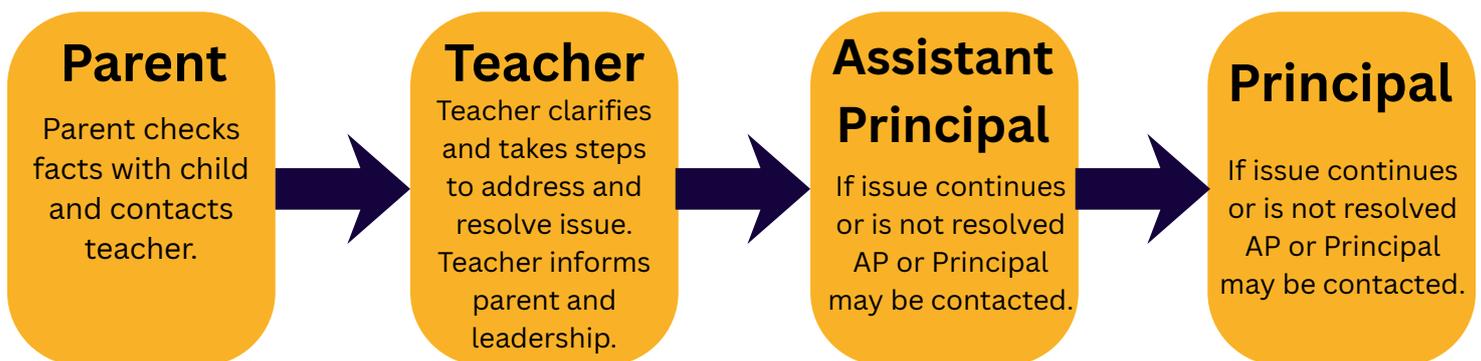




St Peter's Primary School

Procedure for addressing incidents

1. Report of the incident to the staff member.
 - Staff member assesses situation, clarifies information and addresses issue.
 - Decisions will be made as to the level of severity of the incident and whether the class teacher or parents of those involved need to be informed.
2. If the issue is not addressed or resolved in a timely and satisfactory manner, the parent may make an appointment with the teacher or staff member.
3. An appointment may only be made with the Principal once the class teacher has been consulted. The class teacher should be informed that a meeting with the Principal is being scheduled. In the absence of the Principal, an appointment with an Assistant Principal may be made.





St Peter's Primary School

Procedure for addressing incidents

All parents at St Peter's Primary School are bound by the Code of Conduct. This must be adhered to in all interactions with and staff, students and families. With this in mind please consider the following:

- Listen carefully to your child and remember there are often two sides to every story.
- Remain calm and objective. Do not make negative comments about the other child/ren or families. You may not have all the information.
- Do not react immediately. Allow some time to think through a plan and for a 'cooling off' period.
- Consider whether this is a learning opportunity for your child. Can they use this experience to build their resilience and find their own solution?
- Do not contact other parents regarding the issue. If you need further clarification always talk to the class teacher first.
- Maintain confidentiality and respect for all parties involved, especially your own child, by not discussing the issue with the general school community.
- Remember that your child's teacher is there to help, support and work in the best interests of your child. They will make decisions in consultation with the Principal, Assistant Principals and Social Worker.
- As a URStrong school, we implement a developmental skills-based, whole school approach that teaches interpersonal skills and conflict resolution, empowering students to self-govern and build healthy relationships. Therefore, sometimes issues or incidents may occur in the playground or classroom that the teacher is not aware of. Never assume that we know about it just because your child has told you. Unless we are informed, we cannot work to resolve the problem.