

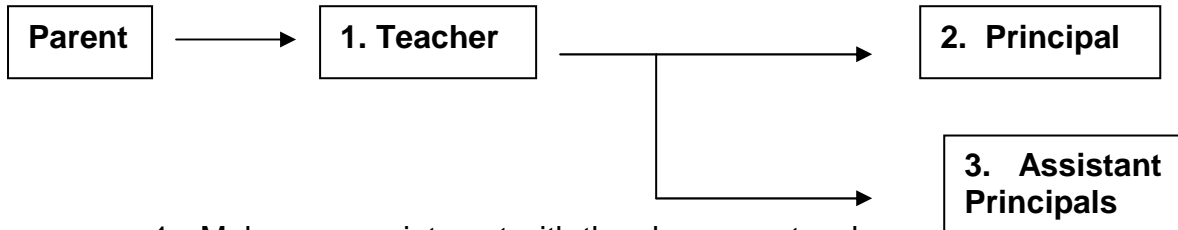


Dealing With Class/Playground Incidents Involving Your Child and the Class Teacher or Other Student/s.

We encourage at all times that the first person of contact for your child when an incident at school takes place is that your child speaks to his/her teacher to report the incident or seek clarification of any misunderstandings.

In the event an incident takes place with your child and has not been reported to, or resolved by the teacher the following recommended Incident Protocol should be followed.

INCIDENT PROTOCOL



1. Make an appointment with the classroom teacher.
2. If you are not happy with the outcome of the meeting with the teacher, **notify the teacher** and make an appointment to see the Principal.
3. In the absence of the Principal make an appointment to see the Assistant Principals.

When your child relays the incident to you I would recommend that you consider the following:

- Listen carefully to what your child is telling you. Ask questions for clarification purposes.
- Try very hard to remain calm and objective. Do not make negative comments about the other party.
- Determine whether this adverse situation can be a learning experience for your child. Can they work this problem out for themselves?
- If necessary explain to your child that you will make an appointment to speak to the teacher so that you can obtain their point of view on the incident.
- Do not call other parents to see what their child knows about the incident – this causes a great deal of confusion and is breaking confidentiality.
- Make an appointment through the correct channels –through the office or via a sealed note to the teacher involved.
- Avoid approaching the teacher first thing in the morning and expecting an appointment on the spot.
- We are here to help so try to stay calm and avoid approaching the teacher on the defensive.
- Most situations are better dealt with after some ‘cooling off time.’
- Be prepared to listen to the teacher and be open to discuss the situation- there is always two sides to a story.
- If you are not satisfied with the outcome of the meeting with the teacher, let the teacher know that you are taking the matter to the Leadership Team or the Principal.
- Always respect the dignity of all parties involved and **DO NOT DISCUSS THE MATTER IN THE GENERAL SCHOOL COMMUNITY.**
- All matters concerning all individuals are of a confidential nature and should remain so under all circumstances.
- Teacher Assistants must only be consulted with the presence and recommendation of the teacher.
- **At all times remember that you are in *partnership* with the school and most decisions are made with the best intentions and interest of your child.**