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THE KING'S SCHOOL LINBRO PARK GRIEVANCE AND SUGGESTION PROCEDURE

As in any social environment, disagreements will arise. It is not expected of students to mechanically agree with every procedure, methodology or ruling instituted, current or initiated subsequent to their joining The King's School Linbro Park.

However, given the understanding that students are viewed as adults-in-training and need an opportunity to express their opinion, a procedure, whereby understanding of rulings can be clarified, is available. It must be noted that all authority figures in the school have authority over all learners and must be respected as such. Every effort will be made to clarify all procedures and rulings. It must however be recognised that the school exercises its right to govern according to Biblical pattern.

Guidelines regarding clarification of a ruling made at The King's School:

- 1) Check your own attitude in questioning the ruling. It is understood that the event may cause an emotional response within yourself. In such a case those in authority may choose to delay the discussion or stop any further interaction should it become clear that your attitude is disrespectful. A later date will be arranged for discussions to continue.
- 2) Clearly define your concern; before arriving at the discussion. Write it down clearly.
- 3) Make an appointment to see either the Principal, Head of Student Affairs, Phase Co-ordinator or SRC Representative to discuss the matter. Note that no discussions will be entertained outside of such an appointment. Hand in your written issue at the same time.
- 4) Ensure that you do not make other people party to your concern before you have adequately discussed the matter with the Principal, Head of Student Affairs, Co-ordinator or Representative.

(Titus 3:1-3) "Remind your people to obey the government and its officers, and always to be obedient and ready for any honest work. They must not speak evil of anyone, nor quarrel, but be gentle and truly courteous to all. Once we too were foolish and disobedient; we were misled by others and became slaves to many evil pleasures and wicked desires. Our lives were full of resentment and envy. We hated others and they hated us."

(Titus 3:9) "Don't get involved in arguing over unanswerable questions and controversial theological ideas; keep out of arguments and quarrels about obedience to Jewish laws, for this kind of thing isn't worthwhile; it only does harm."

NOTE: All current rulings have undergone careful consideration. By making an appointment to discuss an issue, you must realise that the interaction may only serve the purpose of clarifying the reasons behind said ruling or procedure.

It is important that you do not have an expectation that rulings or procedures will be changed as a result of the interaction.

Grievances other than those relating to governmental issues will be openly considered, provided the above procedure (1-4) has been followed.

TABLING SUGGESTIONS REGARDING THE KING'S SCHOOL LINBRO PARK

The school would welcome any suggestions students may have which would serve to improve its excellence.

Guidelines for the tabling of suggestions at The King's School Linbro Park:

1) Ensure that you have thought through the suggestion to the best of your ability. If you discuss it with others, always endeavour to present your suggestion in a constructive, positive manner.

Here are some pointers to help you clarify your thoughts -

- What exactly is the problem I am addressing?
- Why do I think it needs addressing?
- Do I have alternative solutions to the issue?
- What is my motivation for addressing the issue?
- What is my attitude towards the issue?
- If the issue is grievance related, have I followed the correct procedure to make my grievance known? If not, I need to follow the said procedure before making a suggestion.

2) Formulate your suggestion carefully according to the pointers in No. 1 above.

3) Write your suggestion down on paper for presentation. (Note that all suggestion discussions will only be agreed to, provided your ideas are presented in writing)

4) Make an appointment to see the Principal, Head of Student Affairs, Phase Co-ordinator or SRC Representative. Hand in your written presentation at the same time. This will help the Principal, Head of Student Affairs, Co-ordinator or Representative prepare for the meeting.

Provided you have considered and presented your ideas and thoughts carefully, your suggestion will always be considered seriously.

It may take time to implement (depending on the nature of the action) some suggestions that have been presented and accepted.