



IQRA INDEPENDENT SCHOOL POLICY

Grievance Policy

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GRIEVANCE POLICY

The purpose of the 'Grievance Policy' is to allow you to ask any questions or discuss any problems which may arise during the course of your employment with the school.

KEY PRINCIPLES

- Grievances will be dealt with as soon as possible.
- You have the right to representation at any meeting relating to your grievance.
- You cannot use the grievance procedure to appeal against disciplinary action.

GRIEVANCE PROCEDURE

STAGE 1 In the first instance you should raise the matter with your school Administrator.

STAGE 2 If you are not satisfied with the outcome, you should raise the issue in writing to the Trustees. They will arrange a meeting with you to discuss the matter.