



Harcourt Terrace Educate Together National School
Email: info@htetns.ie Address: 163-167 Rathmines Road Lower D06 R621
No: (01) 5292970

Harcourt Terrace ETNS Grievance (Complaints) & Disciplinary Procedures Policy

Mission Statement

Harcourt Terrace ETNS is an Educate Together School, run in accordance with the Rules for Primary Schools of the Department of Education and Science. We at Harcourt Terrace ETNS, seek to provide an environment that is child-centred, co-educational, equality-based and democratically run. Our mission is to educate our pupils to their fullest potential while enhancing their self-esteem and creativity. All pupils are treated as individuals and their uniqueness is celebrated. All members of our school community are encouraged to respect themselves and others and we aspire to provide our children with the life skills necessary to become the best they can be.

The Board of Management of Harcourt Terrace Educate Together National School (*HTETNS*), through in consultation with the staff of HTETNS has drawn up a Grievance Policy to protect the well-being of the whole-school community by always endeavouring to provide a safe and nurturing environment.

Grievance (Complaints) Procedure for Parents

The parental complaints procedure was revised and agreed by the Irish National Teachers' Organisation and the management bodies of primary schools, the Catholic Primary Schools Management Association, the Church of Ireland, An Foras Pátrúnachta, the Muslim Primary Education Board, Educate Together and the National Association of Boards of Management in Special Education in 2023. It is designed to provide an open and clearly defined process to facilitate parents/legal guardians in raising concerns about their own child/children in an agreed, fair and transparent manner. It is recognised that parents/legal guardians are the primary educators in a child's life and as such from time-to-time concerns may arise which they may need to engage with the school. It is expected that engagement will be timely, courteous and resolution focused to ensure that the important relationship between the parent and school can be preserved and respected. It is expected that all parties concerned will engage proactively.



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Procedural Points

The procedure is a staged procedure where every effort is made to resolve matters at the earliest possible stage. In most cases, concerns will be dealt with either informally or formally at the earlier stages of the procedure. Where it has not been possible to agree a resolution at the earlier stages, the procedure does allow for the escalation of the matter to the Board of Management. This procedure sets out, in four stages, the process to be followed in progressing a complaint and the specific timescale to be followed. It is expected the parties will follow each stage in sequence.

Where the term written correspondence is used, this refers specifically to a letter or email correspondence from a parent/legal guardian(s).

- Only complaints about a teacher which are written and signed by a parent/legal guardian, and which relate to their own child, will be investigated.
- Where a complaint raised by a parent/legal guardian is deemed by the employer/board of management to relate to the following, this procedure will not apply:

-matters of professional competence and which are to be referred to the Department of Education.

-Frivolous or vexatious complaints and complaints which do not impinge on the work of a teacher in a school; or

-complaints in which either party has recourse to law or to another existing procedure.

In all circumstances, any form of written correspondence for the attention of the Board of Management must be supplied to the Chairperson of the board of management only. Any deviation from this could be deemed prejudicial and as acting outside the scope of this agreement.



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- Days in this procedure refer specifically to school days. A school day is a day on which the school is in operation. Holiday periods, school closures and leaves of absences are not counted as school days for the purpose of this procedure.
- Group/collective complaints are not provided for and each parent/legal guardian raising a concern will be dealt with separately through this process.
- The procedure is a domestic forum and accordingly, neither management nor the INTO intends that there would be legal representation at any stage.
- Issues should be raised in a timely manner. It is in the best interests of the child that issues are raised to achieve early resolution at the earliest possible stage with the teacher, ideally while the pupil is in that teacher's class.

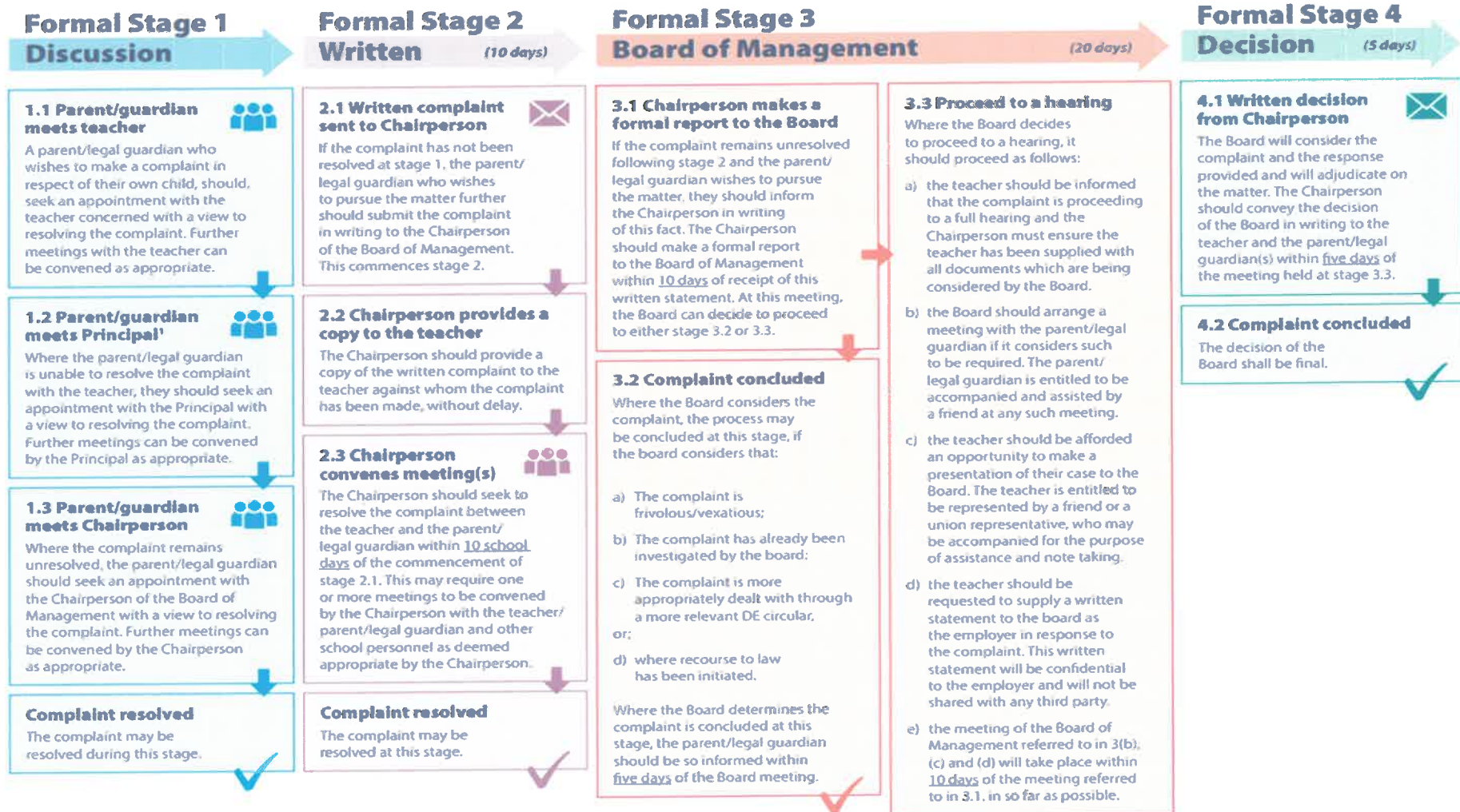


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Where a complaint is received about a principal the above process commences at Stage 1.2.



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Grievance (Complaints) Procedure for Staff

Teachers

The purpose of this procedure is to provide a mechanism for the resolution of a grievance which a teacher in a national school, including a Principal Teacher, has against:

- the Board of Management in respect of the exercise of any of its responsibilities for the governance of the school; or
- the Chairperson of the Board in an individual capacity; or
- the Principal Teacher in respect of his/her duties and responsibilities for the organisation, conduct and day to day activities of the school.

The grievance procedure shall generally relate to breaches of school rules, policies, procedures or practices. The grievance procedure shall not deal with curricular matters.

If a grievance, which concerns a matter covered by the Employment Equality Act (1998) or other relevant legislation, is referred to the Director of Equality Investigations or the Labour Court, this procedure shall not be used. Such a referral would serve to terminate the grievance procedure.

Stage 1: The principal

1. The aggrieved teacher shall give notice in writing to the Principal that the grievance procedure is being invoked.
2. The teacher shall discuss the grievance with the Principal Teacher with a view to resolving it.
3. If the grievance is not resolved within ten school days, the teacher shall be entitled to invoke stage 2, within a further ten school days.



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Stage 2: The Chairperson

1. The aggrieved teacher shall give notice in writing to the Principal and Chairperson of the Board of Management that stage 2 of the grievance procedure is being invoked.
2. The teacher shall discuss the grievance with the Chairperson of the Board with a view to resolving it.
3. The Chairperson shall immediately take such steps as she/he considers appropriate to have the grievance resolved informally.
4. If the grievance is not resolved within ten school days the teacher shall be entitled to invoke stage 3, within a further ten school days.

Stage 3: The Board of Management

1. The aggrieved teacher shall give notice in writing to the Chairperson of the Board of management that stage 3 of the grievance procedure is being invoked.
2. The teacher shall make a written submission which shall include the details of the grievance(s) and the redress being sought. The submission shall be presented to the Chairperson for consideration by the Board of Management.
3. The normal rules of due process shall apply to the exchange of documentation, and accordingly, the Chairperson shall copy the submission to the person against whom the grievance is being taken.
4. Where the grievance involves the Principal Teacher, she/he shall be requested by the Chairperson to prepare a written response to the submission. The written response shall address all of the points made in the aggrieved teachers' submission and shall be furnished to the aggrieved teacher(s) within 10 school days of the date of the written submission. Similarly, where the grievance is against the Chairperson of the Board of Management or the Board itself, the aggrieved teacher shall be entitled to a written response from the Chairperson of the Board, as the case may be. Such response shall also be furnished within 10 school days.
5. The Chairperson shall invite the aggrieved teacher to be in attendance at a hearing of the board, which shall be held within ten school days of the date of the written response. The hearing shall afford each party an opportunity to hear at first hand, what the other party has to say and also to question and/or respond to the other party.
6. In circumstances, where the grievance is against the Principal Teacher, he/she shall attend at the board hearing in an individual capacity and not as a member of the board of management. Similarly, where the grievance is against the Chairperson of the



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Board of Management (in an individual capacity) he/she shall also attend at the board hearing in an individual capacity and an acting Chairperson shall be appointed. Further, the Principal Teacher or the Chairperson, as the case may be, shall withdraw from the board's deliberations and decision making on the matter.

7. Where appropriate, the parties shall be entitled to bring witnesses. The same principles of due process apply to hearing witnesses.
8. The Board shall try to resolve the grievance by conciliation and if the grievance is resolved the matter is concluded. If the Board is unable to resolve the grievance by conciliation it shall make a decision on the matter, except as provided under paragraph 9 below.
9. In cases where the grievance is against the board itself, the board shall hear the grievance as outlined above, shall try to resolve the matter by conciliation, but failing resolution, the matter may proceed to Stage 4 in accordance with the provisions of paragraph 11 below.
10. The Chairperson shall convey the outcome in writing to the parties within 5 school days of the hearing specified at stage 3 / paragraph 5 above.
11. The teacher shall have the right to invoke stage 4 of the procedure:
 - if the board fails to give a hearing to the aggrieved teacher.
 - if the Chairperson fails to convey the outcome of the hearing within the specified period; or
 - if the teacher is unwilling to accept the outcome of stage 3.

Stage 4: An independent tribunal

1. The teacher who wishes to proceed with an appeal to stage 4 shall give notice of same, by letter, to the Chairperson of the Board of Management, within ten school days of receiving the written outcome of stage 3 (or at the end of the period specified in stage 3 / no. 5 if the board fails to arrange a hearing). The date of that letter shall be referred to as the "date of appeal" and the teacher may include, in the letter, any additional arguments he/she wishes to put forward.
2. On receipt of the letter of appeal, the Chairperson of the Board of Management shall notify the patron (or a designated representative of the patron) and the General Secretary of the INTO (or a designated representative of the INTO) and invite these parties:



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- to select an agreed independent person to act as Chairperson of a tribunal.
 - each to appoint a person who is not associated with the school to serve on the tribunal.
 - to arrange a meeting of the tribunal within 15 school days of the date of appeal.
3. The Chairperson of the Board of Management shall also furnish each member of the tribunal, prior to its first meeting:
- with a report on the proceedings at each of the previous stages.
 - a copy of the aggrieved teacher's letter of appeal.
 - a copy of the aggrieved teacher's submission.
 - a copy of any written response.
 - any other relevant documentation.
4. The tribunal shall arrange a hearing(s) for the parties and shall ensure that the normal rules of due process and fair procedures apply, which include:
- that the parties shall be given reasonable notice of the hearing by the tribunal. When notifying parties of the date of the hearing(s), the tribunal should indicate to the parties concerned that in the event of failure to appear, without reasonable cause, the tribunal may proceed to decide the case if considered appropriate.
 - that each party shall be afforded an opportunity to access and respond to relevant documentation, including the letter of appeal.
 - that the parties shall have an opportunity to hear at first hand, what each has to say and also to question or respond to the other party through the chairperson of the tribunal.
 - that witnesses may attend as appropriate; that the tribunal itself, shall be entitled to question each party or seek further information.
 - that where appropriate, the tribunal shall afford each party an opportunity to provide further information, on the clear understanding, that the other party shall have an opportunity to access and respond to same; and
 - that, if necessary, the tribunal shall agree to adjournments.



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5. The tribunal shall be considered a domestic forum and accordingly, neither management nor the INTO intends that there would be legal representation at any hearings.
6. The tribunal shall be empowered to conciliate with a view to reaching a friendly settlement.
7. Failing such a settlement the tribunal shall determine the issue by unanimous or majority vote.
8. The tribunal's decision shall be conveyed in writing by the chairperson of the tribunal to all the parties and shall be final and binding.

Please note that any expenses involved in stage 4 will be shared by the parties who nominate the tribunal provided that prior sanction for same has been obtained from INTO and the relevant management body.

Notes

- Until such time as the dispute is resolved or determined the aggrieved teacher shall continue to carry out the legitimate instructions of the Principal Teacher or the Board of Management as the case may be.
- The grievance procedure shall also apply where two or more teachers share a grievance.
- Where a Principal Teacher, or a Principal Teacher and one or more other teachers, share a grievance, stages 2, 3 and 4 of the procedure shall apply.
- Where the grievance is against an individual Chairperson or the Board of Management itself, stages 2, 3 and 4 of the procedure shall apply.
- An aggrieved teacher(s) may be represented at stages 3 and 4 by the INTO staff representative or by a branch or district committee member or by a teacher colleague.
- Any difficulty arising out of the implementation of this procedure shall be referred for resolution to the parties to this agreement.



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SNAs & Ancillary Staff

A Special Needs Assistant or a member of ancillary staff should follow the procedure as outlined in Stages 1, 2 and 3 above.

Thereafter, the staff member may seek external advice / support from an employment union, or another body.

Disciplinary & Grievance Procedures

Teachers

The procedures for Boards of Management in relation to the suspension or dismissal of teachers are available on the Department of Education & Skills website, www.education.ie

- **Circular 0071/2014 ETB Procedures**
- **Circular 49/2018 Revised Procedures for Suspension and Dismissal of Teachers and Principals**
- **Circular 72/2011 Grievance and Disciplinary Procedures for Special Needs Assistants**

ETBs, Boards of Management and Principals have a responsibility for the quality and effectiveness of education and the management of staff in a school as set out in the Education Act 1998. The agreed disciplinary procedures provide for two separate and independent strands which should be utilised in appropriate circumstances:

- Procedures relating to professional competence issues.



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- Procedures relating to work, conduct and matters other than professional competence.

An appeal must be made by the principal or teacher, against whom the disciplinary action is to be taken, within 10 school days of receiving the notification of the decision. The procedures are fully listed in the above-mentioned circulars.

Special Needs Assistants

Disciplinary and Grievance procedures for Special Needs Assistants were published in 2011 and are available on the Department of Education and Skills website as *Circular 72/2011*

Other Staff

Disciplinary and grievance procedures for all other members of staff will be outlined in the terms of their contract and should be followed accordingly.

Ratification and communication:

This plan was ratified by the Board of Management of Harcourt Terrace ETNS on

25/1/24



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and will be reviewed in October 2026. It will be communicated to the whole-school community.

Signed: Sylvia O'Kallan 25/1/24.

Chairperson B.O.M Harcourt Terrace ETNS

Signed: Tony Walsh

Principal