

Grace and Presence Yoga Teacher Training

With Mollie McClelland Morris, Fern Trelfa and
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MOLLIE McCLELLAND MORRIS
YOGA MENTORING & TEACHER TRAINING

Grievance Procedure

1. Purpose of the procedure/Introduction

Mollie McClelland Morris's aim is to ensure that students with a grievance relating to their course participation can use a procedure to resolve grievances as quickly and as fairly as possible.

Reasons for needing the grievance procedure include, but are not limited to:

- Dispute over unsatisfactory assessment
- Requiring outside work or course work to be redone
- Conflict between students
- Improper conduct by teachers on the course
- Improper conduct by students or expulsion from course (see Student Code of Conduct)

It is the general policy of Grace & Presence Teacher Training, and Mollie McClelland Morris that all students who abide by the code of conduct, maintain attendance and submit course work will be certified to teach at the end of the course, and feel confident to do so.

2. Informal discussions

If a student has a grievance about the teacher training course they should discuss it informally with their allocated mentor, or Mollie McClelland Morris. The majority of concerns will be resolved this way. Resolution will normally come in the form of mentorship, or opportunities to resubmit work, alternative assignments, or mediation.

3. Stage - statement of grievance

If the student feels that the matter has not been resolved through informal discussions, they should put your grievance in writing to Mollie McClelland Morris to be shared with the full teaching staff.

4. Stage – the grievance meeting

Within 5 working days Mollie McClelland Morris will respond, in writing, to the statement, inviting the student to attend a meeting where the alleged grievance can be discussed. This meeting should be scheduled at a mutually acceptable time, to take place as soon as possible and normally 5 working days notice of this meeting will be provided to the student and they will be informed of their right to be accompanied.

Students must take all reasonable steps to attend the meeting, but if for any unforeseen reason the student, or Mollie McClelland Morris can't attend, the meeting must be rearranged.

Should a student companion be unable to attend then the student must make contact within **5** days of the date of the letter to arrange an alternative date that falls within 5 days of the original date provided. **These time limits may be extended by mutual agreement.**

After the meeting Mollie McClelland Morris must write to the student informing them of any decision or action and offering them the right of appeal. This letter should be sent within 3 working days of the grievance meeting and should include the details on how to appeal.

5. Step – appeal

If the matter is not resolved to the students satisfaction, Mollie McClelland Morris must set out grounds of appeal in writing within 5 working days of receipt of the decision letter. Within 5 working days of receiving an appeal letter, the student should receive a written invitation to attend an appeal meeting. After the appeal meeting Mollie McClelland Morris should inform the student in writing of their decision within 3 working days of the meeting. This decision is final.