

Willaura Primary School

Parent Code of Conduct

POLICY

Rationale: Willaura Primary School seeks to provide a safe and secure teaching and learning environment for all students, staff, members of the school community and visitors to the school. We believe that parents are valuable contributors and participants in the life of our school.

Our school has five simple rules for students: Be Nice, Be Safe, Be Honest, Be Positive, Be a Learner. These apply equally to parents and set the tone for the environment we strive to create for our students.

Parents are our students' biggest role models. Accordingly, our school expects a high standard of personal behaviour from parents when on school grounds and when attending school events off site.

Rights and Responsibilities:

Students

Students have the **right** to:

- be safe and happy
- learn in a secure, supportive and productive school environment without undue distraction
- learn and play without experiencing harm, bullying or harassment

Students have the **responsibility** to:

- follow school behaviour expectations and rules
- follow the school behaviour management system which outlines positive and negative consequences for their behaviour

Parents

Parents have the **right** to:

- feel welcome in their child's school
- expect that their child will play and learn in a safe, friendly, supportive and orderly learning environment
- expect that their child will be treated with care and respect

Parents have the **responsibility** to:

- follow the Parent Code of Conduct
- support the school in its efforts to maintain a positive teaching and learning environment
- encourage their child/ren to approach staff with concerns rather than reporting them at home to parents
- develop a clear understanding of school policies, expectations and rules

Staff

Staff have the **right** to:

- work in a safe, friendly, supportive and orderly learning environment
- work without experiencing harm, bullying or harassment

Staff have the **responsibility** to:

- fairly, reasonably and consistently implement the Student Code of Conduct
- develop a clear understanding of school policies, expectations and rules

School Rules : Our five simple school rules, developed in consultation with students are: Be Nice, Be Safe, Be Honest, Be Positive, Be a Learner. All members of the school community are expected to follow these rules.

School Values: Our values are based on the Federal Government's Values for Australian Schools (see Attachment 1). They are:

Care and Compassion - care for self and others

Doing Your Best - seek to accomplish something worthy and admirable, try hard, pursue excellence

Fair Go - pursue and protect the common good where all people are treated fairly for a just society

Freedom - enjoy all the rights and privileges of Australian citizenship free from unnecessary interference and control and stand up for the rights of others

Honesty and Trustworthiness - be honest, sincere and seek the truth

Integrity - act in accordance with principals of moral and ethical conduct, ensure consistency between words and deeds

Respect - treat others with consideration and regard, respect another person's point of view

Responsibility - be accountable for one's own actions, resolve differences in constructive, non-violent and peaceful ways, contribute to society and to civic life, take care of the environment

Understanding, Tolerance and Inclusion – be aware of others and their cultures, accept diversity within a democratic society, being included and including others

Implementation:

The school community has identified the following expectations for parents, caregivers and visitors to the school.

When Visiting School

- Parents will comply with all safety and emergency procedures in place and in the event of an emergency they will follow the instructions given by any member of school staff.
- When attending any kind of school event, assembly or public meeting parents will listen respectfully, in the same manner required of students and staff. They will refrain from creating any noise or disturbance during performances or speeches.
- Parents will treat all visitors to our school, including Members of Parliament and representatives of the Department of Education, with courtesy and respect.
- A parent may not interrupt or distract a teacher while classroom instructions or learning activities are underway.
- A parent may not discipline a child who is not theirs or speak to a child who is not theirs about their behaviour. This is the role of teaching staff. Being approached and/or disciplined by another adult can be distressing for children. Parents must raise any issue with a member of the teaching staff (e.g. behavioural, bullying or peer group issues). It is the teacher's responsibility to deal with these issues.
Common sense would apply in an urgent or emergency situation, where a parent may be required to interact with students for their safety.
- When visiting the classroom parents accept the authority of the teacher. Teachers value parental involvement, but they may ask a parent to leave a classroom or class activity for any reason, including but not limited to:
 - a) Parental assistance not being required at the time
 - b) Parental presence in the classroom or activity is disturbing or distracting to any student or the teacher
- Parents are asked to treat all matters they may hear and see at their child's school in the strictest confidence. When attending school for any reason (e.g. hearing children read), or attending school events, parents may see children in many different settings and engaged in different activities. Parents may also witness teacher-student interactions. Unless these directly involve your child, parents are asked not to comment on or discuss school happenings. Parents can raise any concerns with teaching staff or the Principal.

When Dropping Off or Picking Up Children

- Parents are asked to park at the front of the school, on the south side of Warranooke Street, so children do not have to cross the road to their parents' cars.
- Parents are asked to collect their children promptly at 3.20pm. When parents or guardians are unavoidably detained, staff will of course continue to supervise children inside as part of their duty of care. But regular lateness impacts on the ability of teaching staff to complete their after-hours work (e.g. meetings, correction, planning, preparation).
- Parents must drive with caution at school times, as children are arriving and leaving school.
- Animals are not allowed on school grounds except with the permission of the Principal or classroom teacher, if parents are bringing them to school as part of the educational program. Dogs may not be on the school grounds.

When Communicating with School Staff

- All school staff are entitled to a safe and happy work environment. This is in the best interests of our students as well as staff themselves. Parents should ensure that their interactions with staff do not create unnecessary stress or anxiety.
- The priority for school staff is the welfare and education of all children in the school.
- For queries regarding their child, or to pass on information, parent's first point of contact should always be their child's classroom teacher. In some instances, it will be appropriate to simply leave a message with the Business Manager or with the staff member that answers the phone, for example, for information regarding bus travel, collection of students, or notification of a planned absence.
- For serious or sensitive issues, parents may of course speak to the Principal, again preferably by making a time so issues can be discussed privately and with sufficient time allowed.
- Because staff teach all day and are regularly on yard duty and first aid duty during breaks, staff are not required to respond to emails and/or telephone calls instantaneously. Normal service standards suggest that an acceptable response time for emails is 2 working days unless in an urgent situation. Responses are not expected outside normal working hours or during weekends and school holidays unless it is an emergency.
- Phone calls and texts will be replied to within the staff member's usual working hours at a time convenient to them unless it is an urgent issue or an emergency.
- Parent meetings will be scheduled at a time that does not disrupt the classroom. Parents should raise concerns about their child's learning, conduct or wellbeing privately with the class teacher or Principal, preferably by making an appointment. This ensures any issues can be dealt with in confidence with a teacher giving parents their full attention, unless there is an urgent issue that needs to be discussed immediately.

When Communicating with School Council

- School Council members welcome feedback from parents. However parents must be mindful that School Council members are volunteers, engaged in their own work and activities. They should establish a convenient time to discuss any school business with School Council members.
- Correspondence to School Council can be forwarded to the school email address, mailed to the school address, or left at the school office. Correspondence will be discussed at the next scheduled School Council meeting and a reply will be sent within 2 working days of the scheduled meeting.
- Parents are welcome to attend School Council meetings. The basis upon which parents may attend and speak at meetings is set out in the School Council Standing Orders. These are available from the School Office or from any School Council member.

Ref: - <http://www.education.vic.gov.au/healthwellbeing/wellbeing/engagement/default.htm>
<http://www.education.vic.gov.au/management/governance/spag/participation/engagement/default.htm>

When Communicating with Other Parents

- Parents will respect the privacy of other parents' phone numbers and email addresses. Parents will not forward these without the owner's permission.
- Parents who act as school volunteers (running stalls, running sporting events, assisting at school, coordinating fundraising events, coordinating orders etc.), are valued volunteers who play a critical role in the school community. They will be treated in a respectful manner at all times.
- It is suggested that parents do not discuss incidents or sensitive school matters outside school, particularly if their child is not directly involved. Experience shows that the best outcomes happen when parents focus on their own child/ren and their learning needs and social skills.

When Making A Complaint

Parents have the right to raise issues and concerns related to the education of their child or school matters. When making a complaint parents should refer to:

- a) The schools Complaints Policy (available in the Policy Folder at the School Office).
- b) The Department of Education Complaints Policy, which is available on the department website (www.education.vic.gov.au).

Parents must follow the procedures outlined in the above policies. It is a breach of this Parent Code of Conduct to make a complaint in a way that is not consistent with the schools Complaints Policy.

Parents, caregivers and community members are expected to:

- Behave lawfully and observe the terms of any order, obligation or undertaking they may be subject to
- Conduct themselves in a respectful and courteous manner that recognises the rights of others
- Respect and comply with all reasonable requests from the Principal and staff
- Support staff in maintaining a safe, secure and respectful learning environment for all students
- Display appropriate behaviour at all times within the school grounds and school events held off site (e.g. sports days, school concert)
- Work in partnership with the school to enhance the learning outcomes, well-being and conduct of their child

Consequences of a Breach of the Parent Code of Conduct

Any parent, member of staff or student may notify the Principal of a possible breach of the Parent Code of Conduct. The Principal will investigate and if satisfied that a breach has occurred:

- a) Provide a first and final warning that a breach of the Parent Code of Conduct has occurred and that a further breach will not be tolerated.
- b) If the behaviour continues, or for serious misconduct by a parent, issue a trespass notice requiring the parent to stay away from the school unless on the school grounds with the express permission of the Principal. A restraining order may be sought.

Any person entering the grounds of Willaura Primary School who is abusive, threatening, intimidating or in any other way presents a risk to staff, students or other members of the school community will be asked to leave. If this does not occur immediately Police will be called.

Abusive or threatening telephone calls will not be tolerated and the Police may be notified.

Evaluation

The effectiveness of this policy will be evaluated by general feedback from staff, students and parents and evaluated by School Council as part of the Policy Review Cycle.

Evaluation:

This policy will be reviewed annually as part of the school's two-year review cycle.

This policy was last ratified by School Council in....

December 2015