

## PARENT CODE OF CONDUCT



### PURPOSE

The Parent Code of Conduct works along side the school values of Excellence, Caring, Respect and Responsibility. The health and welfare of all members of our school community is important. All children and school staff have the right to feel safe at school.

The purpose of this policy is to state the expected conduct so that we can work together to ensure a safe and positive school environment for our children.

The responsibility for upholding the values of the school in this matter must fall on those with the greatest capacity to reason and control their actions. As such the adult community of our school is expected to model courteous behaviour and treat all members of the school community with respect and consideration.

### SCOPE

This policy applies to all parents / carers and families who have, and engage with students at Cudgee Primary School. It applies to all forms of communication whether written, spoken or through social media.

### POLICY

#### Guidelines

As a minimum, all members of the school community are expected to behave with respect, civility and in the manner of a responsible citizen.

- There may be times when it is felt the actions of a member of the school community have infringed the rights of a child. **Under no circumstances is a parent or guardian to approach another child, to discuss or chastise them because of their actions. Such an approach to the child may be seen to be an assault on the child and may have legal consequences.**
- Direct parent to parent contact should be avoided when there has been an incident at the school involving their child/children.
- It is appropriate to approach the class teacher in the first instance to seek their intervention in bringing about an equitable and peaceful solution to the situation. If the situation remains unresolved, an approach should be made to the Principal.
- Bullying has no place within our community and as such will not be tolerated. This is as true for adult-to-adult interaction as it is for child-to-child. All interactions between members of our community must be in keeping with the values espoused by the school and school policies. Instances of bullying must be brought to the attention of the Principal in line with our policy.

- The Cudgee Primary School community should ensure that everyone within the school community is treated with respect, fairness and dignity. Respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability. Therefore, inappropriate use of social media regarding Cudgee Primary School will not be tolerated.
- In order to help protect peoples' good name, problems, differences of opinion and personality clashes are not resolved by involving other people in a disagreement or by taking sides in the argument. We will attempt to resolve these issues through calm dialogue between the parties directly involved whilst respecting the dignity of each and every person.

### **Conflict Resolution**

- Respect and dignity will be accorded to all members of the school community, staff and all children at Cudgee Primary School.
- Any conflict on school grounds will be dealt with in a mature and appropriate manner in accordance with existing school and DET procedures. Where students are concerned, an approach to the school is to be made.
- Every effort will be made to listen to the grievances of all parties in a calm and rational manner without recourse to involvement to outside parties who are not directly involved.
- Parents have the right to raise issues and concerns related to the education of their child or school matters. Parents should ensure that they raise their issues and concerns with the Principal and follow the correct communication channels.

### **Communication**

#### *In General*

Parents will use courteous and acceptable written and spoken language in all communications with students, staff and other parents and members of the school community. No profane, insulting, harassing, aggressive or otherwise offensive language may be used.

#### *With School Staff*

All school staff are entitled to a safe and happy work environment. This is in the best interests of the students as well as staff themselves. Parents should therefore ensure that their interactions with staff do not create unnecessary stress and anxiety. To ensure this, the following practice is in place at Cudgee Primary School:

- The priority for school staff is the welfare and education of all students in the school. School staff are therefore not required to respond to emails and telephone calls instantaneously. Responses are not expected outside normal working hours or during school holidays, unless it is an emergency.
- The time available for parents to meet with staff is limited and must not disrupt the classroom. Parents should be mindful of the teacher's time, communicate the reason for the meeting and allow the teacher time to prepare.

#### *With Other Parents*

Parents will respect the privacy of other parents' email addresses & phone numbers and will not send unsolicited emails or messages. All issues relating to school should be directed through the Teacher / Principal.

### **On School Grounds**

Where possible parents and carers are encouraged to be involved in the school community and support school-based events. Whilst on school grounds parents are asked to adhere to the following:

- Treat all school property with care,

- Respect school policies that support the safe and effective operations of the school and its community,
- All visitors to the school during school hours must sign a visitors' register located at the school office and parents will comply with all safety and emergency procedures in place at Cudgee Primary School,
- When attending any kind of school assembly or public meeting, parents will listen respectfully, in the same manner required of students and staff and will refrain from creating any noise or disturbance during performances or speeches by students, staff or visitors,
- A parent may not interrupt or distract a teacher while classroom instruction or learning activities are underway,
- When visiting a classroom, parents accept the authority of the teacher and that they are in attendance on the teacher's terms. Teachers value parental involvement and assistance, but they may ask a parent to leave for any reason, such as:
  - Parental assistance not being required,
  - Parental presence in the classroom or at the activity is disturbing or distracting to a student or teacher,
  - The parent is not in control of their emotions.

### **Physical Safety**

In particular, all school parents and carers must not:

- Threaten or intimidate another person,
- Use any object (whether as a weapon or otherwise) to threaten or intimidate another person,
- Cause injury to any person by the use of any such object.
- Be in possession of, or under the influence of, or provide others with alcohol or illegal drugs.

Any parent or school community member who invites a relative, friend, support, carer or other person to be present at any official school activity held by or for the benefit of the school and its students must at all times be responsible for that person and ensure they act at all times in a manner consistent with this Code of Conduct.

### **Consequences of a Breach of the Parent Code of Conduct**

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

- a) provide a first and/or final warning that a breach of the Code of Conduct has occurred and that a further breach will not be tolerated;
- b) determine whether a breach may be rectified by the parent making a private or public apology, depending on the circumstances, to an individual or group of individuals;
- c) where the breach concerned unacceptable behaviour on a visit to the school, issue a trespass warning to the parent, which, if the behaviour continues, may accelerate to a trespass notice requiring the parent to stay away from the school.

Correspondence that is in breach of this Code of Conduct, because of the language an expression used or the manner in which it is sent or delivered, will not be responded to.

Correspondence which is defined as "vexatious" according to the Complaints Policy will not be responded to. Nothing in this Policy precludes any person from exercising their individual legal rights in respect of obtaining

restraining and intervention orders, reporting assault, bringing action for defamation, exercising rights under vilification or discrimination laws or in any other way.

## FURTHER INFORMATION AND RESOURCES

- Child Safety Policy
- Child Safety Code of Conduct
- Wellbeing and Engagement Policy
- Complaints Policy

## EVALUATION

This policy will be reviewed in line with the Department Policy Guidelines.

THIS POLICY WAS LAST RATIFIED BY SCHOOL COUNCIL IN

MAY 2021

DUE TO BE REVIEWED AGAIN IN

MAY 2022