



PARENT CODE OF CONDUCT

INTRODUCTION

At Loch Primary School we believe in promoting a positive school culture, based on positive behaviours and values, that seeks to increase student wellbeing and learning. We understand that student wellbeing is everyone's responsibility and that social and emotional wellbeing underpin effective student learning and positive behaviour. Loch is an engaging and inclusive school where respect and resilience are core values of the school's philosophy. Loch Primary School actively promotes and nurtures a partnership approach to education. It acknowledges the role parents / carers play in their children's learning and the contributions they make to the school.

PURPOSE

This Parent Code of Conduct is intended to provide school community members with protocols and procedures for appropriate conduct and the development of positive relationships within the school community. At Loch Primary School, we have strong core values which enable students to manage themselves in a socially competent manner.

At Loch Primary School we aim to be a leading learning community in South Gippsland, delivering outstanding education to the children of Loch and surrounds. We empower students to acquire, demonstrate, articulate and value knowledge and skills that will support them, as life-long learners, to participate in and contribute to the local community, as well as the global world, and practice the core values of the school: Be Your Best, Be Responsible, Be Respectful, Be Resilient, Be Curious, Be Creative

Explicit pro-social values and expectations for behaviour are in accordance with our vision and values, which will be modelled and promoted by staff, students and the parent community. Our School Wide Positive Behaviours focus ensures that student are always aware of their responsibilities within the school environment.

We expect that Loch Primary School parents will demonstrate the school values at all times within the school setting.

Our School Values are:

Be Your Best, Be Responsible, Be Respectful, Be Resilient, Be Curious, Be Creative

POSITIVE PARTNERSHIPS

At Loch Primary School we recognise the extraordinary responsibility and privilege it is to educate our students- your children. We believe that the development of successful partnerships with parents/carers and families assists the development of the whole child. Parents/carers are encouraged to actively participate in supporting their child's learning by building a positive relationship with the school. Loch Primary School encourages positive parent involvement through shared responsibility for your child's learning progress and development.

Dream, Achieve, Succeed

Parent participation is welcomed in school and classroom programs and activities such as School Council, working bees, classroom assistance and attendance at school events. Your involvement, interest and commitment to your child's education is crucial to his / her development.

As a parent and guardian, we ask that you

- Support your children in all educational endeavours by giving praise and showing interest in school activities
- Help your children to understand that giving your best effort is important
- Demonstrate that both parents and teachers work together for the benefit of the children
- Listen to your children but be mindful there may be other information that is relevant which they are unaware of or do not share with you
- Understand the importance of a healthy parent – teacher - child triangle and communicate any concerns to your child's teacher in a constructive manner.
- Adhere to the school's policies as outlined on the school website
- Work in cooperation with the school to address any unacceptable behaviour shown by your children
- Support the school in its efforts to maintain a positive teaching and learning environment
- Maintain a supportive and cooperative attitude
- Inform the school of any issues impacting on your child's wellbeing

RIGHTS AND RESPONSIBILITIES

Parents/carers are encouraged to understand the school's behavioural expectations, which aim to provide a consistent approach that support your child's learning and engagement in and out of school. This is assisted by home to school and school to home communication, so that we work in an effective partnership.

Staff have the right to conduct their work in a supportive, non-threatening environment, free from harassment, threats and intimidation. Any actions that contradict these violate the Fair Work Act, and will not be accepted at Loch Primary School. Any behaviour that threatens, intimidates or harasses members of staff will result in the matter being referred to the DE&T Legal Division. In extreme cases it may be deemed necessary to apply for an Intervention Order on behalf of the school.

Listed below are expectations pertaining to a positive partnership:

Parents /Carers have the right to

- Participate in a happy, safe, secure and satisfying school environment
- Be heard and treated with respect by all members of the school community
- Be informed about your child's educational progress and behaviour
- To have timely response to concerns raised
- To be listened to and clearly communicated with, in regard to your child's education
- Have access to staff at convenient, mutually agreed times
- Be kept informed and included in decision making and policy development
- Report instances of concern/issues/incidents involving your child

Parents /Carers have the responsibility to:

- Support the school in its effort to maintain a positive teaching and learning environment
- Support the school's direction and goals
- Act in a safe and responsible manner with care for all students, staff and families
- Behave in a polite, calm, courteous and respectful manner towards all students, staff and families
- Use respectful language towards all staff and other members of the school community

Dream, Achieve, Succeed

- Be mindful of what you say in order to respect the reputation of all staff; teachers, education support staff and principal.
- Do not spread gossip or engage in conversation with other parents about confidential matters pertaining to other students, staff, the principal or other families.
- Under no circumstances, approach another child whilst in the care of the school to discuss or chastise them because of actions towards your own child/ren.
- Under no circumstances, approach another parent to discuss school based incidents between children.
- Do not discuss any grievances in front of your child/ren regarding the school, staff or other families
- Ensure all Facebook posts, both on the school page as well as on personal pages, about the school, the teachers and Principal are kept positive. Any negative or defamatory posts may be referred to the Legal Division of the Department of Education.
- Communicate and act on information regarding the educational and social development of your child
- Make an appointment; attend at the mutually agreed time or notify staff early if unable to attend
- Support school policies and decision-making processes
- Allow procedures to be followed as stipulated in school policies
- Maintain a solution-focussed approach to solving issues in a calm and cooperative manner
- Show faith in the school's attempt at fair, consistent and reasonable actions and consequences, when dealing with issues that occur within the school.
- Be aware that events / incidents have many sides, be prepared to listen to them and seek to verify facts before stating a concern or making a complaint.
- Utilise the school online portal, COMPASS, and regularly access your child's learning tasks, newsfeed and attendance details.
- Comply with and model School Values and Play is the Way Philosophy Virtues

Unreasonable Behaviours

Behaviours that are considered inappropriate on and adjacent to school grounds or in relations to school business and that do not uphold the principles of this Code of Conduct and the school's Statement of Values include when a person:

- Is rude, aggressive or harasses others
- Sends rude, confronting or threatening letters, emails or social media
- Is manipulative or threatening
- Speaks in an aggressive tone either in person or over the telephone
- Makes sexist, racist or derogatory comments
- Uses social media inappropriately as a forum to raise concerns, make complaints against the school or staff.
- Uses social media to defame a person, staff member or the school by spreading information that damages their reputation, or can make others think less of them
- Is physically intimidating
- Spreads gossip or rumours and engages in derogatory conversation with other parents about confidential matters pertaining to other students, staff, the principal or other families.

Parents can expect staff to fulfil the following responsibilities:

- Teachers will engage with parents and their families in a respectful and inclusive manner
- Teachers will behave with compassion, empathy and care towards students and parents.
- Teachers will provide parents with feedback about their child's learning and behaviour.
- Teachers will inform parents of concerns, issues or incidents in a timely manner.

- Teachers will be available to meet with parents and will have an open door and willingness to hear and consider feedback from parents.
- Teachers will use evidence based teaching and learning practices
- Teachers will use restorative approaches to resolving conflict between students
- Teachers will follow the school behaviour management flow chart and policies when resolving issues between students.

CONSEQUENCES

Principals are responsible for determining what constitutes reasonable and unreasonable behaviour. This Code of Conduct sits alongside our Statement of Values and consequence for unreasonable behaviour and a failure to uphold the principles of the Statement of Values may lead to further investigation and implementation of consequences.

These may include:

- Utilising mediation and counselling services
- Alternative communication strategies being applied
- Formal notice preventing entry onto school premises or attendance at school activities. Written notice will follow any verbal notice given
- Reporting to appropriate authorities.

By agreeing to meet specified standards of positive behaviour, everyone in our school community can be assured that they will be treated with fairness and respect. In turn, this will help to create a school that is safe and orderly, where everyone is empowered to participate and learn.

PROTOCOL FOR ISSUE RESOLUTION

If you have a complaint, concern or issue relating to your child, please make use of the following steps:

1. Contact the class teacher first- they are in the best position to help you, as they know your child well and are directly responsible for them
2. If you feel that you have not had the follow-up you would like, or for urgent matters, please make an appointment to see the Principal.

All of our students have the right to feel safe and comfortable at school. There may be times when you feel that the action of another child has infringed the rights of your own child.

All school issues are to be handled by the staff of the school. We attempt to resolve these through:

- Calm discussions between the parties directly involved whilst respecting the dignity of each and every person. This is done using a Restorative Practices approach.
- Being prepared to actively listen to another's point of view
- Allowing correct procedures to be followed to allow all parties to be heard

Parents should not directly approach other students or make contact with their families. This only serves to compound the issues and make them more difficult to resolve. We believe that most situations can be resolved to the satisfaction of all parties. Under no circumstances is a parent or guardian to approach another child to discuss the incident, interview or chastise them because of their actions towards their own child. We are dealing with young children and they are learning how to behave and manage their emotions. It is often the case that the injustice was not intentional.

Parents are encouraged to approach situations with a spirit of cooperation, understanding and genuine partnership.

Where there is an issue with a staff member, this should be discussed first with that staff member in a tone of courtesy and respect. Aggressive tones, body language or groups of parents approaching staff members in a pack can be seen as harassment. Gossiping and discussing confidential school issues with other parents is disrespectful and damages relationships within the entire school community and can be seen as malicious. This will not be tolerated at Loch Primary School.

Discussions should be at a mutually agreed-upon time - not in the middle of the playground, hall way or at the end of the school day. Please remember, the teaching staff have teaching, yard duty and meeting obligations. It is important to remember that many parents often wish to catch up with the teacher before and after school. A communication book may be offered to you if you need daily contact with your child's teacher.

Please understand that if phone calls, emails and other connections with staff members are attempted outside of office hours (8.30 am until 4.30pm), the teacher may not be available to talk with you or to respond to your emails. Additionally, some of our staff only work on a part-time basis.

Text messages or phone calls to teachers' private mobile numbers and Facebook messages should not occur under any circumstances. If you have a staff member's mobile number for any reason, please be respectful of this privilege and use this only in circumstances that was set out when it was given to you. Staff are entitled to their privacy, their family time and respect that they have lives outside of their work life. All communication should be done in school hours, through the school and through the appropriate means.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide

REVIEW CYCLE

This policy was last updated on August 2019 and is scheduled for review on August 2022