St Michael's Parent & Visitor Code of Conduct

Rationale

At school everyone should be treated respectfully, every person needs to feel safe and secure and students need an environment that supports their learning, personal growth and positive self-esteem.

Purpose

This 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 St Michael's Primary School, we have strong core values in line with our Catholic faith which enable students to manage themselves in a socially competent manner.

Parents are required to adhere to the school code of conduct, observe the child safe policy and principles, and adhere to the expectations for appropriate behaviour towards and in the company of children.

For the purpose of this policy the term parent refers to: parents, caregivers and visitors to the school.

Parent Code of Conduct

All members of the school community, both at school and at school events within the broader community, will:

- Conduct themselves in a respectful and courteous manner and in compliance with the law;

- Use courteous and acceptable written and spoken language in all communications. No profane, insulting, harassing, aggressive or otherwise offensive language will be used;

- Act in the best interests and welfare of students, their families and staff members. They will not engage in malicious or judgmental gossip, and will ensure that anything they say about others is fair and truthful;

- Value and respect the rights, religious beliefs and practices of individuals and their families. Respect points of view that are different from their own and refrain from actions and behaviour that constitutes harassment, discrimination or vilification;

- Demonstrate behaviours consistent with the school's ethos and beliefs.

When visiting the school Parents will:

- Respect and comply with reasonable requests and directions from the principal and other members of staff;

- Support staff in maintaining a safe, secure and respectful learning environment for all students, including:

  - Raise any behavioural, bullying or peer group issues with a member of the teaching staff and handover the responsibility to deal with these issues to that teacher;

  - Maintain absolute confidentiality of any information they obtain at school (information obtained at school can be discussed with classroom teachers or the principal);

- Refrain from either speaking to or disciplining a child who is not theirs. In all instances behaviour of school children that is of concern to a parent must be raised with either classroom teachers or the principal;

- Work in partnership with the school to enhance the learning outcomes, wellbeing and conduct of their child, including:

    - Raise any concerns about their child's learning, conduct or wellbeing privately with the class teacher or principal – preferably by appointment;

- Respect that the priority of school staff is the welfare and education of all children in the school. Therefore:

    - Refrain from interrupting or distracting a teacher while classroom activities or learning activities are underway;

    - Be aware that the time available for staff to meet with parents is limited and must be scheduled at a time that does 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, unless there is a genuine emergency that needs to be discussed;

    - Appreciate that school staff are unlikely to respond to emails or telephone calls immediately. The school accepts that responses within 2 working days is acceptable and responses will not be made outside of working hours or during school holidays, with the exception of an emergency;

Other school policies that may be relevant to parent conduct
Privacy
Grievances and Complaints
Visitors and volunteers
Child Safety
Student Management

Evaluation
This policy will be reviewed as part of the school's four-year review cycle or as required.

Review
This policy was implemented in May 2019