

## PARENTS & VISITORS CODE OF CONDUCT

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<b>Purpose:</b>	This policy supports the mission, vision, values of Peace Lutheran Primary School and supports other key policies such as the Respectful Relationships Facilitation policy, and the Complaints and Grievance procedures of the School. <i>Mission: Through Christ – learning, living, loving; mind, body, soul</i> <i>Vision: Leading the way in Christ centred education</i> <i>Values: learning; courage; compassion; &amp; relationships</i>	
<b>Scope:</b>	All members of the School Community	
<b>Status:</b>	Approved	<b>Replaces:</b> Code of Conduct Parents & Visitors 2017
<b>Authorised by:</b>	School Council	<b>Date of Authorisation:</b> 24 August 2021
<b>References:</b>	Child Protection Policy Social Media (Parents) Policy Volunteer Procedures	
<b>Review Date:</b>	Every 3 years	<b>Next Review Date:</b> 2024
<b>Policy Owner:</b>	Principal	

## **PREAMBLE:**

1. This policy supports the mission, vision, values of Peace Lutheran Primary School and supports other key policies such as the Respectful Relationships Facilitation policy, and the Complaints and Grievance procedures of the School.

Mission: Through Christ – learning, living, loving; mind, body, soul

Vision: Leading the way in Christ centred education

Values: learning; courage; compassion; & relationships

2. To help make this document less wordy the term “parent” may be read to include carer, guardian, grandparent, or visitor participating in school functions or activities, visiting classes, performing volunteer work, serving as a committee member (such as Parents and Friends and/or School Council), attending an interview with staff or entering school grounds during school hours.

### ***Biblical Foundations:***

***The following texts summarise the policy document that follows and may be used to inform and guide parents as they interact with school staff, students and other parents :***

1. Ephesians 4:29 **“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.”**
2. Ephesians 4:32 **“Be kind and compassionate to one another, forgiving each other just as in Christ, God forgave you.”**
3. Ps 19: 14 **“May the words of my mouth and the meditation of my heart be pleasing in your sight, O Lord, my Rock and my Redeemer.”**

## **GUIDING PRINCIPLES**

- All members of the School community and all those with whom it engages, are to be treated with respect and courtesy
- Our words and actions will be used to build people up and not tear them down
- Peace community members will speak and act towards one another in such a manner that reflects the Christian ethos of the School and sets a positive example to the students
- All communications (whether in person, in writing, and/or online) between students, parents/caregivers, visitors, and staff members are required to be courteous and respectful
- School community members are expected to use peaceful, respectful means to resolve conflict in line with school policies and procedures

### **Teaching and Learning**

**Right: Teachers have the right to teach and students have the right to learn. Parents have the right to have their children gain the most of their school experience.**

#### **Responsibilities and Roles:**

- to contribute to the child’s personal development by cooperating with school staff and modelling appropriate language and behaviour
- to encourage children to make appropriate behaviour choices and follow school rules
- to recognise that both teachers and parents have a major role in educating their children
- to help teach children the organisation and time management skills needed to complete homework and assignments on time
- to attend parent information sessions
- to be receptive to change

### **Respect and Understanding**

**Right: Parents, students and staff have a right to be treated fairly with respect and understanding.**

#### **Responsibilities and Roles:**

- to speak politely to school staff and students
- to support staff in all that they do

- to accept that staff have responsibilities to meet government regulations and support school policies and directions
- to be prepared to view the situation from the other person's point of view
- to encourage children to make appropriate behaviour choices and follow school rules
- to encourage students to learn from their mistakes rather than seek to blame someone else
- to ensure that other students or parents are not denied social justice by any consideration given to you or your child
- protect the good character of others by not engaging in gossip, slander, or libel
- not intimidate, harass, threaten or insult any member of the community verbally or via text, email or other electronic means either directly or through third parties

### **Individuality**

**Right: Parents, students and staff have the right to be treated as individuals**

#### **Responsibilities and Roles:**

- to treat one another with respect and affirm people who are different
- to teach children how to show respect and how to be polite to others
- to recognise, and respect the gender, cultural, social, economic, political, linguistic and spiritual backgrounds of colleagues, students, parents and guardians

### **Conflict Resolution**

**Right: Parents, students and staff have the right to solve differences in a non-threatening way**

#### **Responsibilities and Roles:**

- to consult with school personnel about issues of concern
- to work through issues in an open and friendly manner
- to acknowledge and respect the right of others to have a differing opinion
- to support the School's Restorative Practices Framework and Valuing Safe Communities practices

### **Communication**

**Right: Parents, students and staff have the right to communicate effectively and appropriately with all people**

#### **Responsibilities and Roles:**

- to ensure that any information given is accurate, relevant and provided on time
- to establish early contact between home and school
- to ensure that your child delivers school newsletters, year level notes and any other school mail distributed through the classroom basket
- to check and use regularly the child's "kit book/diary" to communicate with the class teacher and monitor child's progress
- to ask for information at a mutually arranged time
- to model and teach children appropriate communication skills (verbal and non-verbal)
- discuss issues or concerns about the School, parents, staff or students through the correct procedures/channels with the utmost care and respect for others

### **Active Participation**

**Right: Parents, students and staff have the right to participate in the various decision-making processes of the school.**

#### **Responsibilities and Roles:**

- to read the school newsletter and material sent home via the student
- to participate regularly in the Parents and Friends Association and other school activities that can help the parent keep up with and contribute to what is happening at school
- to attend advertised meetings, return completed survey forms

- to express one's views openly and honestly to the appropriate staff member in a considerate and courteous manner
- to respect and support decisions that have already been made through the proper processes of the school

## **Safety**

**Right: Parents, students and staff have the right to feel safe**

### **Responsibilities and Roles:**

- to model appropriate language and behaviour on school grounds and during school activities
- to be familiar with and support safety rules and regulations
- to support the teacher in ensuring that children obey all safety rules and regulations
- to be vigilant and to report immediately any concerns to the school authorities

## **Property**

**Right: Parents, students and staff have the right to respect other people's property**

### **Responsibilities and Roles:**

- to teach children to treat school property with respect and return in good condition any equipment that has been borrowed
- to teach children to accept responsibility for any property lost or damaged and to offer appropriate contribution towards its replacement or repair
- to clearly name all children's belongings
- to encourage children to accept school rules and take appropriate care for property of self and others
- to remove unnecessary temptation or risk of damage by not allowing students to take expensive toys, mobile phones, electronic games, smart watches, and similar devices to school, other than those approved by the BYOD agreement

## **Health, Hygiene and Nutrition**

**Right: Parents, students and staff have the right to work in a well maintained environment**

### **Responsibilities and Roles:**

- to ensure children are appropriately nourished, clothed and groomed
- to ensure children attend school regularly and have the necessary equipment to learn
- to ensure children participate in school activities and events such as swimming and athletics carnivals, camps and school excursions
- to provide management plans for diagnosed medical conditions
- to abide by school directives in relation to student allergies

## **Breaches of the Code Of Conduct**

The consequences to a member of the School community for breaching the Code of Conduct will be as determined by the Principal, Deputy Principal, or Principal's delegate and may include one or more of the following:

- The School may ban any member of the School community from attending any co-curricular activity;
- The School may ban any member of the School community from being on the School grounds in general;
- The School may direct that any parent may only communicate with one or more staff members through a nominated School representative;
- In the case of extreme or prolonged breach of the Code of Conduct by a parent, the School may terminate the enrolment of the child/ren of that parent;
- The School may take any other steps within its responsible discretion to determine an appropriate response according to the nature of the breach.