

Parent Code of Conduct

Approaching the School

From time to time parents or other members of the school community may need to approach the school in order to:

- Discuss the progress or welfare of your own child.
- Express concern about actions of other students.
- Enquire about school policy or practice.
- Express concern about actions of staff.

It is therefore necessary to have procedures that will help solve problems as soon as possible so that a safe and harmonious school environment is maintained. The best results usually flow from working together.

These guidelines aim to:

- provide a guide in order that concerns are dealt with in an open and fair manner.
- ensure that the rights of students, staff and parents are respected and upheld.
- support sensitivity and confidentiality.
- help reach an agreed solution.

CONCERN	APPROPRIATE ACTION
The academic progress of your own child	<ul style="list-style-type: none"> • Directly contact the child's teacher either by note, by phone or at an appropriate time to discuss any issues.
The welfare of your own child	<ul style="list-style-type: none"> • For minor issues directly contact your child's teacher to clarify information. • For more serious concerns, contact office. State nature of concern and arrange a suitable time to talk with class teacher or appropriate staff member. • To convey information about change of address, telephone number, emergency contact, custody details, health issues etc. Please contact the office.
Actions of other students	<ul style="list-style-type: none"> • Contact the class teacher for a classroom problem. • Contact the stage supervisor or principal for playground problems.
School policy or practice	<ul style="list-style-type: none"> • Contact office. State nature of concern and make an appointment to see the principal and/or appropriate member of staff.
Actions of a staff member	<ul style="list-style-type: none"> • Contact the teacher directly in the first instance.

On occasion, concerns may cause frustration and anxiety. At such times it is always important to organise a time to talk with school staff in an unhurried and confidential atmosphere.

Please Note. No parent should directly approach another person's child.

The school will deal with issues between students as part of the school's Discipline and Welfare policy.

In very rare cases, where people wishing to express concerns, do so in an aggressive, threatening or violent manner, the principal (or nominee) has the legal authority under the 'Inclosed Lands Act' to:

- direct the person to immediately leave the grounds.
- call the police to remove the person should he/she refuse.
- withdraw future permission (by letter) for the person to enter the grounds without permission of the principal.
- Seek further legal avenues.

Code of Conduct for Parents / Visitors

A code of conduct for parents and visitors ensures that everyone who visits the school site is able to do so in a safe and harmonious manner and to ensure that students, staff, parents and other visitors are not subjected to aggressive, hostile or violent behaviours.

Parents and visitors are expected to:

- Treat all persons associated with the school with respect and courtesy
- Ensure their child/children are punctual to class
- Make appointments in advance of expecting to obtain an interview
- Allow staff to supervise, investigate and manage students without interference
- Discuss issues or concerns about the school, staff or students through the correct procedures
- Follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed.

Any person contravening this Code of Conduct is advised that the provisions of the *Inclosed Lands Protection Act (1901) and its Amendments* will be followed if any of the following occur:

- Actual physical assaults or threatened physical assaults on students, staff, parents or community members at the school or during the course of school activities;
- Behaviour in the presence of students, staff, parents or other visitors to the school that causes alarm or concern to the students, staff, parents or other visitors;
- Use of offensive language (ie swearing) in the presence of students, staff or other visitors to the school;
- Any interruption to the learning environment of the school such as entering classrooms without permission.

Visitor and Volunteer Helpers Policy

Throughout the school year teachers need volunteers to assist in classrooms, the canteen and around the school in many facets of education.

Parents and other volunteers assisting with activities do so on the understanding that:

- Teachers are responsible for the programs operating within the classroom and/or school.
- Teachers are in charge and have ultimate responsibility for the safety, welfare and care of the students.
- They accept joint responsibility for children under their care for the duration of the time at school.
- Their conduct and manners should at all times be acceptable and an appropriate model for students.
- They should refrain from smoking in the presence or sight of students – the school is a government non-smoking area.
- They should not consume or have consumed alcohol prior to working with children.
- They should cooperate with teachers in charge to ensure safety and welfare of students.
- They should sign themselves in and out in the attendance folder at Austinmer Primary School's front office, or the appropriate class teacher's Visitors Book when participating in school activities.
- They wear volunteer badge as identification whilst assisting with students.
- They should sign the Prohibited persons Declaration (available from the front office).
- Under the Child Protection Act of 1997 it may be necessary for the school to have volunteers who assist students undergo a Criminal Record check.

Confidentiality is of prime concern. Parents and volunteers are not to discuss any information they obtain at school with anybody, other than the classroom teacher or the Principal.

Any parent or volunteer helper not fulfilling these requirements may be excluded from the volunteer program.

Your co-operation is sought and appreciated in maintaining a safe and happy school. For together we all make a great school, even better.