



---

## CODE OF CONDUCT FOR PARENTS AND COMMUNITY MEMBERS

This Code of Conduct aims to:

- Identify appropriate processes so that concerns are dealt with in an open and fair manner.
- Ensure that the rights of students, teachers and parents are respected and upheld.
- Support sensitivity and confidentiality.
- Help reach a consultative solution.
- Ensure students, staff, parents and other visitors are not subjected to behaviours that would harm their feelings, arouse anger, resentment, disgust or outrage.

Procedures are in place so that a safe, harmonious school environment is maintained. The best results usually flow from working together.

### **Approaching Our School**

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

Parents or other members of the community who need to approach the school to:

- discuss the progress or welfare of their child
- express concerns about actions of another child or children
- enquire about school policy or practice

Are required to make an appointment to see your child's teacher or the Principal. Please call the admin office, they will take your name and number and call you back with a time for your appointment. Please provide the admin staff with your child's name, class and brief details of your concerns.

**Trying to talk to teachers when they are trying to teach, manage children or engage in another conversation is inappropriate.**

### **Anyone Entering the School Grounds is Expected to:**

- Enter via the Front Gate and proceed to the main office. All visitors to the school between 8.55am and 2.40pm must sign in and out via the Visitor Book found in the main office.
- Follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed.
- Treat all persons associated with the school with respect and courtesy.
- Keep clear of all buildings and entrances except those relevant to your being at school.
- Allow staff to supervise, investigate and manage students without interference.
- Leave the grounds when requested.

Any person prohibited from entering the school grounds by a Court Order or the *Inclosed Lands Act* must request permission to attend the school by calling the Principal. These matters will be considered on a case by case basis.

## **Complaints Procedures**

Make complaints about the school, staff or students by completing the Complaints and Compliments Form found on our website – Notes and Feedback – [Compliments and Complaints](#).

Any person contravening this *Code of Conduct* is advised that the provisions of the *Inclosed Lands Protection (1901)* and its Amendments may be enacted with or without warning if there is cause to be alarmed or evidence of the following behaviours.

- Any actual physical or threatening assaults of students, staff, parents or community members at the school or during school activities/excursions.
- Behaviour in a manner 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 (i.e. swearing) in the presence of students, staff or other visitors to the school.
- Any interruption to the learning environment of the school, e.g. entering classroom without permission.
- Persistent entry to the school site without permission or legitimate reason.

These behaviours will lead to banning from the school grounds and activities.

Further action will include notification to the Police and the possible imposition of penalties, as outlined in the *Crimes Amendment (School Protection) Act*. The *Crimes Amendment (School Protection) Act* commenced on Monday 10<sup>th</sup> February 2003. Parliament passed the law in December to reinforce the message to the community that schools are valued as special places and will be treated as such by law.

Incidents between students will be dealt with in accordance with existing school discipline and welfare policies.

Please contact the school if you need any assistance with these Guidelines.

*Peter Wright-Smith*  
**Principal**