



PARENT CODE OF CONDUCT POLICY

Introduction

At Oscar Romero Catholic Primary School we aim to provide an open, welcoming, inclusive and safe environment for all. We believe that parents are valuable contributors and participants in the life of our School. Our School Vision is 'Creating authentic relationships for successful living within a Catholic Tradition'. We strongly believe in developing authentic relationships. Two values that are particularly relevant are:

- Respect – we want our community to recognise and appreciate diversity, to value the contributions of others and to cooperate with and care for others.
- Sense of community – we want our community to promote partnerships between all members of our community and to interact positively.

The conduct of school staff is regulated by the Victorian Institute of Teaching Code of Conduct for Teachers. Student conduct at Oscar Romero Catholic Primary School is supported by the teachers, the pedagogy and the physical environment and is based on deep respect for self, property and others. This Parent Code of Conduct outlines the way in which our community requires all parents and family members to conduct themselves when visiting our school, participating in school activities and communicating with members of our school community (including students, school staff, other parents and visitors to our school).

Scope

This Code applies to all adults including parents, guardians, step-parents, grandparents, extended family, babysitters and any others while involved in activities or communication related to Oscar Romero Catholic Primary School. For convenience, the term "parents" will be used throughout the document.

All members of the school 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 judgemental gossip, and will ensure that anything they say about others is fair and truthful;
- Value our diverse community and respect the rights of others, religious beliefs and practices of individuals and their families. Respect points of view that are different from our own and must refrain from actions and behaviour that constitutes harassment, discrimination or vilification.

When visiting Oscar Romero Catholic Primary 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 the 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 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 the 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, Wellbeing leader 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 learning and teaching 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 inful of the teacher 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 3 working days is acceptable and response will not be made outside of working hours or during the school holidays, with the exception of an emergency.

When communicating with other parents:

- Parents will respect the privacy of other parents' email addresses and will not send unsolicited emails or "spam" to school parents or forward unsolicited emails or spam that they receive to other parents.
- Parents will not forward other parents' email addresses without their permission.
 - Parents provide their email address to the school in order to receive communications from the school about school related matters and their child.
 - The school will not give out the email address of parents to other parents without permission.
- Parents who act as volunteers in the school for such things as Mother's Day and Father's Day stall organisers and so on, are valued volunteers who play a critical role in our community and commit a great deal of time for the benefit of all. Apart from the general principles that always apply, parents should be particularly sensitive about the manner in which they provide feedback and ask questions of hardworking volunteers.

When using social media:

- Parents are not permitted to create a website, blog, podcast, Facebook page, Instagram or Twitter account or any other social media in the name of the school without the written permission of the Principal.

When making a complaint:

Parents have the right to raise issues and concerns related to the education of their child or school matters. Parents should ensure that they raise their issues and concerns with the right person and follow the correct communication channels. When making a complaint parents should refer to the Community Grievances Policy, which is available on the School Website; and parents must follow the procedures outlined in this Policy. It is a breach of this Parent Code of Conduct to make a complaint in a way that is not consistent with the Community Grievances Policy, especially when the complaint is about a teacher or member of school staff.

Consequences of a Breach of Parent Code of Conduct:

- Any parent, member of school staff or student may notify the Principal or Deputy Principal of a possible breach of the Parent Code of Conduct. The Principal or Deputy Principal will investigate the complaint and if satisfied that a breach has occurred:
 - provide a first and final warning that a breach of the Code of Conduct has occurred and that a further breach will not be tolerated;
 - determine whether a breach may be rectified by the parent making a private or public apology, depending on the circumstances, to an individual or group of individuals;
 - where the breach concerned unacceptable behaviour on a visit to the school, issue a trespass warning to the parent, which, if the behaviour continues, may accelerate to a trespass notice requiring the parent to stay away from the school unless on the school grounds with the express permission of the Principal or Deputy Principal.
- Correspondence that is in breach of this Code of Conduct, because of the language and expression used or the manner in which it is sent or delivered, will not be responded to.
- Nothing in this Policy precludes any person from exercising their individual legal rights in respect of obtaining restraining and intervention orders, reporting assault, bringing action for defamation, exercising rights under vilification or discrimination laws or in any other way.

Other School Policies That May Be Relevant to Parent Conduct Child Safety Policy

- Privacy Policy
- Grievances Policy
- Working with Children Policy

Review

This Policy will be revisited annually and reviewed as part of the School Improvement process or more often if necessary due to changes in regulations or circumstances.