



St John's Primary School

PARENT CODE OF CONDUCT

Truth Achievement Respect

Introduction and Purpose

At St John's Primary School, we respect, recognise and appreciate diversity, value the contributions of others and cooperate with and care for others. All members of our school have the right to be safe and feel safe in our school community. With this right comes the responsibility to observe certain standards of behaviour.

Parents, as the first educators of their children, play a crucial role in the education, social and faith development of their children. They have the responsibility of educating their children in the faith and encouraging them to take pride in themselves, their family, school, parish and country.

This Parent Code of Conduct has been developed by parent groups and staff to clearly articulate expectations for parents/guardians in their dealings with other members of our school community.

The Code also specifies the school's response to parents/guardians who do not comply with these standards of behaviour.

The conduct of students, employees and volunteers who work in our school is regulated by *St John's Primary School Code of Conduct*.

Application

The Parent Code of Conduct applies to parents/guardians, when in the school environment or when attending any school related function or activity or any communication concerning the school community e.g., online conversations open to the public.

Responsibilities and Expected Behaviours

At the time of enrolment, all Parents/Guardians are required to acknowledge that they have read, understood and accepted the regulations and conditions of enrolment outlined in the *St John's Parent Handbook*. In addition, Parents/Guardians are expected to display the following behaviours:

1. Support the school ethos and religious culture

- Demonstrate an acceptance of the Christian qualities, values and morals espoused by the school when on school premises and at school related events such as carnivals and excursions.
- Allow their child to participate in the Religious Education program of the school.
- Ensure children are well rested and nourished when they arrive at school.
- Equip children with healthy food and the appropriate materials for learning.
- Show proper care and regard for school property and the property of others.
- Show support of the school's social justice projects and parish initiatives, where able.

2. Ensure children adhere to school rules and regulations

- Assist the teachers and Leadership Team by ensuring their children come to school in the correct uniform as outlined in the school's Uniform Policy.
- Encourage children to accept responsibility for their own mistakes and discuss consequences with relevant teaching staff as required.
- Follow appropriate procedures to discuss concerns relating to children as set out in the school's Discipline and Bullying Policies.
- Parents/guardians attending with children not enrolled in the school are responsible for supervising the behaviour of those children.

3. Maintain quality communication with each child's teacher

- Keep the teacher informed of issues that might impact on the student's behaviour and readiness to learn.
- Assist in the development and maintenance of a quality relationship between school/teachers and the home.
- Regularly monitor the student's homework and assist with the meeting of deadlines and project assessment work.

4. Respect the rights of teachers, other staff members, students and parents/guardians

- All school staff are entitled to a safe and happy work environment. This is in the best interest of our children as well as staff themselves. Parents should therefore ensure that their interactions with staff do not create unnecessary stress and anxiety.
- Make appointments to meet with a teacher to discuss concerns or clarify situations. Respect the teacher's professional qualifications and judgments when seeking clarification.
- Vacate the classroom and leave the teacher to focus on the whole class when school begins. The time available for parents to meet with staff must be scheduled at a time that does not interrupt the classroom or teacher preparation time.
- Never reprimand another parent's/guardian's child physically or verbally. Discipline of students is the responsibility of staff once children are at school and therefore any concerns related to managing students' behaviour should be referred to the relevant teaching staff immediately.
- Accept and support teaching staff decisions and follow their directions. Follow the appropriate chain of communication by speaking with the teacher concerned if there is a problem complying with any directions.
- Do not engage in judgemental gossip. Ensure anything you say about others is fair, respectful and truthful.
- Remain responsible for personally invited relatives, friends or others whilst present on school grounds.
- Be mindful of the rights of ex-spouses or partners during gatherings on school premises by being conscious of the ex-partners rights and the child's wishes at such gatherings.

5. Communication

- Responses to emails and telephone calls are not expected to be instantaneous or out of normal working hours, unless of an urgent nature. Normal service standard suggests that an acceptable response time for emails is within 48 hours or two business days.

- Respect privacy of other parents' email addresses. Class list and personal information should not be used for the benefit of others (specifically, must not be used for business pursuits or networking opportunities).
- Use courteous written and spoken language. Give encouraging and constructive feedback rather than negative criticism. The use of profane, insulting, harassing, aggressive or otherwise offensive language in the school environment or around students will not be tolerated.
- Speak positively about the teachers, other staff and school in the presence of students who attend the school.
- Under no circumstances should a student, parent/guardian or member of staff be approached in a confrontational manner.
- The correct channels for communication are initially through the appropriate teaching staff member and may progress to the principal, if required, as per the Complaints Policy.
- The Parents & Friends (P&F) Committee members and P&F Class Representatives welcome feedback from parents about P&F matters and class social events. Communication with class representatives and members of the P&F should take place at a convenient time as P&F committee members are volunteers and engaged in their own work and activities during business hours.

6. Meeting the financial obligations associated with enrolment or participating in the disclosure process to apply for fee assistance

- Pay accounts by the due date.
- Contact the principal for an appointment to discuss any financial difficulties that may impact on the ability to meet these financial commitments.

Reporting/Sanctions for Non-Compliance with the Parent Code of Conduct

Any parent, member of school staff or student may notify the principal if they suspect there has been a breach of the Parent Code of Conduct. The matter will be investigated and necessary consequences will be determined by the principal in accordance with the School's Complaints Policy which is located on the school website.

The School may take such steps as it deems appropriate, according to the nature of the breach:

The sanctions employed may involve:

- A meeting organised by the principal, followed, where warranted, by a formally written outline regarding the perceived breach and expected positive aspect of compliance.
- A subsequent breach of the Parent Code of Conduct may result in:
 - a banning from being on the School grounds or attending any co-curricular activity.
 - a direction, in the case of a parent/guardian, that he/she may only communicate with members of staff through a specified school representative.
 - a restraining order being sought against the relevant person through the legal system.

Created in consultation with the following: Commenced process in June 2017. After due processes of consultation with staff, parent body representation and Educational Psychologists Team from CEWA the 'Code' was completed in April 2019.