

Parent Code of Conduct Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Moe Elizabeth St Primary School on 03 5127 2607 or moe.ps@education.vic.gov.au.

Moe (Elizabeth Street) Primary School welcomes community participation and values its input. Parents are their child's first teacher in the academic, social, emotional, and physical development of their children.

As members of Moe (Elizabeth Street) Primary School parents are expected to conduct themselves in a lawful, ethical, safe, and responsible manner that recognises and respects the rights of others and the expertise, experience and qualification of staff. The Parent Code of Conduct policy provides statements which serve as a reminder to all members of our community of their obligations as a member of Moe (Elizabeth Street) Primary School community.

PURPOSE

The Parent Code of Conduct works alongside the school values of Be Respectful, Be Safe and Be a Learner. To ensure that all parents, students, and members of our school community understand:

- (a) That the health and wellbeing of all members of our school community is important. All members of our school community (Staff, Students and Parents) have the right to feel safe.
- (b) The adult community is expected to model respectful behaviour and treat all members of the school community with respect and consideration.
- (c) All members of the school community have the right to an environment free from harassment.
- (d) All communication between Staff and Parents are conducted in a co-operative manner.

SCOPE

This policy applies to all adults including parents, guardians, step-parents, grandparents, extended family, advocates and any other adults involved in activities or communication to Moe (Elizabeth Street) Primary School. This includes face – to – face contact, communication via letter, email, Compass messenger and all social media platforms.

POLICY

As a Parent and Guardian we ask that you:

- Support your child/ren in all educational endeavours by giving praise and showing interest in school activities.
- Support the learning and behaviour goals developed (in consultation) for your child as outlined in their Individual Education Plan/ Behaviour Support Plan/Safety Support Plan.
- Help your child/ren to understand that giving your best effort is important.
- Demonstrate that both parents and teachers work together for the benefit of the child/ren.
- Listen to your child/ren, but remember that a different 'reality' may possibly exist elsewhere.
- Understand the importance of a healthy parent/teacher/child triangle and communicate any concerns to your child's teacher in a constructive manner.
- Adhere to the school's policies, as outlined on the school website.
- Work in co-operation with the school to address any unacceptable behaviour shown by your child/ren.
- Support the school in its efforts to maintain a positive teaching and learning environment.
- Maintain a positive and co-operative attitude.
- Inform the school of any issues that impact on your child's wellbeing.

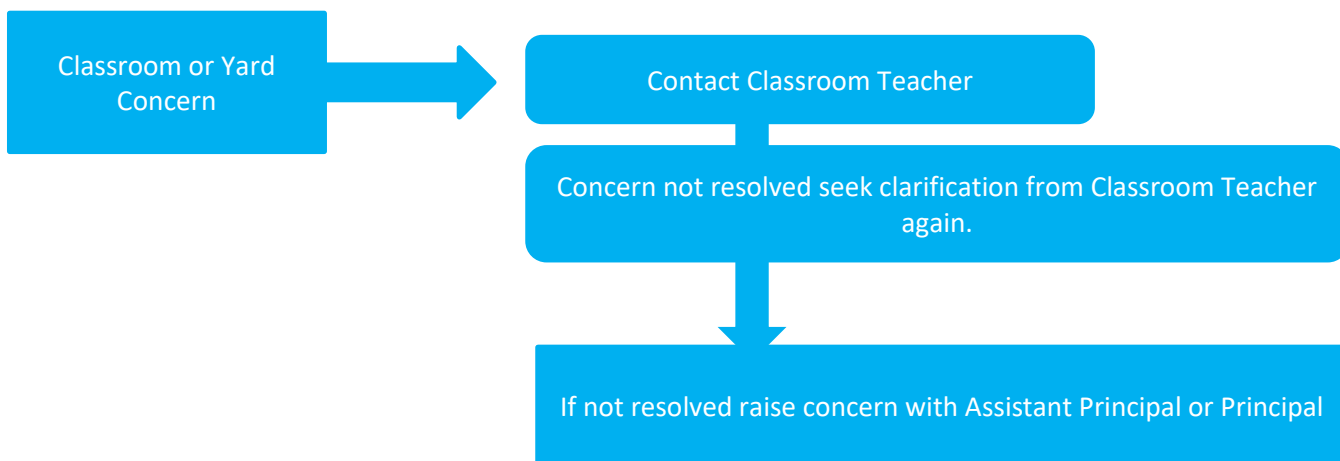
Parent/Guardian have the right

- to be treated with respect and courtesy by other parents.
- to be treated in a polite manner.
- to be respected by staff and students.
- to have a timely response to concerns raised (this would normally be within 48 hours as teachers may have meetings, be in class, planning for teaching and learning, yard duty, to investigate the concern etc.) Staff will respond during their working hours (8:30am- 4:30pm). Some response times may be longer due to only working part time.
- Issues of a serious nature will be acknowledged and appropriate actions and feedback will then follow.
- to be treated with professionalism from all staff members.
- to be listened to and clearly communicated with, in regard to their children's education.

Parent/Guardian responsibilities

- use respectful language towards all staff and other members of the school community.
 - remain calm and polite when communicating with staff and other members of the school community.
 - under no circumstances approach another child whilst in the care of the school to discuss or chastise them because of actions towards their own child/ren.
 - be aware that events have many sides, be prepared to listen to them and seek to verify facts before stating a concern.
 - be mindful of what you say in order to respect the reputation of teachers and all other staff members.
 - respect teachers' preparation time before or after school to make an appointment at a mutually convenient time if you wish to speak to a teacher.
 - do not discuss any grievances in front of your child/ren regarding the school.
 - on excursions, helping in class or on camps, parents must follow the instructions and wishes of the teachers and staff members.
- There will be a zero tolerance approach to any aggression, intimidation, threats or harassment of school staff, by any means (e.g. in person, by phone, by email, on social media etc). These behaviours may lead to exclusion from school grounds and school activities.

Concern Management Flowchart



CONSEQUENCES OF A BREACH OF THE PARENT CODE OF CONDUCT

Any parent, member of school staff or student may notify the Principal or Assistant Principal of a possible breach of the Parent Code of Conduct. The Principal or Assistant Principal will investigate the complaint and if satisfied that a breach has occurred, The Principal or a person authorised by the principal will;

- (a) provide a warning (first, second or final) that a breach of the Code of Conduct has occurred and that a further breach will not be tolerated.
- (b) 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.

(c) where the breach concerned has unacceptable behaviour on a visit to the school, The Principal or a person authorised by the principal will:

- issue a verbal warning will be given to the parent.
- issue a Trespass Warning or School Community Safety Order in writing will be given to the parent. (Temp

1st Warning)

- if the behaviour continues, this may accelerate to a Trespass Notice or School Community Safety Order requiring the parent to stay away from the school. (Temp 2nd warning)

- Trespass Order or School Community Safety Order issued

Correspondence that is in breach of this code of conduct, because of the language, an expression used or the manner in which it is sent or delivered, will not be responded to.

This policy does not preclude 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.

A right of appeal will apply to any decisions made by the school council and principal under this Code of Conduct Policy. Decisions appealed will use the school's procedures for complaints and resolutions. (see Parent Complaint Policy)

EVALUATION

This policy works in conjunction with accordance with the Departmental Guidelines and the following Policies:

- Parent Complaint Policy
- Bullying Policy
- Child Safe Policy
- Duty of Care Policy
- Privacy Policy
- Student Wellbeing and Engagement Policy
- Trespass Procedure Department of Education

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [Complaints - Parents](#)

The Department's parents' website:

- [Raise a complaint or concern about your school](#)
- [Report racism or religious discrimination in schools](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	January 2023
Consultation	School Council
Approved by	Principal
Next scheduled review date	Before September, 2026