



## Christmas Hills Primary School

### SCHOOL COMMUNITY CODE OF CONDUCT

August, 2019

#### Rationale:

Christmas Hills Primary School aims to provide an open, welcoming, inclusive and safe environment for all that enhances the educational and social development of our students. Our values, CARE, HONESTY, INQUISITIVENESS, RESPECT, PERSISTENCE and SHARING (CHIRPS) are outlined in the school strategic plan, which has been developed with the whole school community and is located on the school website. The CHIRPS for the foundation for the interactions within the CHPS community. This policy has been designed to further support these values to be demonstrated by all members of the Christmas Hills Primary School community.

#### Implementation:

For the purpose of this policy the term adults refers to: parents, grandparents, caregivers, visitors to the school, persons contracted by the school, pre-service teachers and work experience students.

**In order to support a nurturing, inclusive and safe environment for all members of the Christmas Hills Primary School community adults are required to adhere to the school community code of conduct, observe the child safe policy and principles, and adhere to the expectations for appropriate behaviour towards and in the company of children.**

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.
- Value our diverse community and respect the rights, religious beliefs and practices of individuals and their families. Respect points of view that are different from our own.

When visiting the school adults 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 that teacher.
  - Maintain absolute confidentiality of any personal information regarding students, staff or families that may be provided or inadvertently obtained at school (information obtained at school can be discussed with classroom teachers or the principal)
  - Refer any concerns regarding behaviour of school children with either classroom teachers or the Principal.
  - Behaving in a way which demonstrates the school values at all times, including when interacting with students, staff, other members of the CHPS community and visitors.
- 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 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 classroom activities or learning 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. Adults should be mindful of the teacher's 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 2 working days is acceptable and responses will not be made outside of working hours or during school holidays, with the exception of an emergency.

Any person entering the grounds or premises of Christmas Hills Primary School, who is abusive, threatening, uses inappropriate language or otherwise presenting a risk to children, staff, and other members of the school community or property, will be asked to leave. If this does not occur immediately, the Police will be called.

Abusive or threatening telephone calls, emails, text messages or social media communications will not be tolerated and the Police may be notified.

A breach of this code of conduct by a parent or caregiver will result in a warning and if this behaviour persists, the matter will be referred to the Department of Education and Training who have legal procedures to ensure the safety and well-being of all.

Other school policies that may be relevant to parent conduct

Wellbeing & Engagement Policy

Child Safe Policy

Parent Disputes Policy

**Evaluation:** This code will be reviewed as part of the school's policy review cycle.