MIANDETTA PRIMARY SCHOOL

Parent/Carer and Volunteer/Visitor – Conduct Policies

Parent/Carers Approaching The School
From time to time parents or other members of the school community approach the school in order to:

- Discuss the progress or welfare of their child.
- Express concern about actions of other students.
- Enquire about school policy or practice.
- Express concern about actions of staff.

It is therefore necessary to have procedures that will help solve problems as soon as possible so that a safe and harmonious school environment is maintained. The best results usually flow from working together.

These guidelines aim to:

- Provide a guide in order that concerns are addressed in an open and fair manner
- Ensure that the rights of students, staff and parents are respected and upheld.
- Support sensitivity and confidentiality
- Help reach an agreed solution.

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

Please Note: No parent should directly approach another person’s child.
The school will respond to issues between students as part of the school’s Positive Behaviour Support Systems.

In very rare cases, where people wishing to express concerns, do so in an aggressive, threatening or violent manner, the Principal (or nominee) has the legal authority as the ‘Person in Charge’ of Crown Property to:

- Direct the person to immediately leave the grounds.
- Call the police to remove the person should he/she refuse.
- Withdraw future permission (by letter) for the person to enter the grounds without permission of the Principal.
- Seek further legal avenues.

Appropriate Action To Take If A Parent Or Carer Has A Concern

The academic progress of you own child
- Directly contact the child’s teacher either by note, by phone or at an appropriate time to discuss any issues.

The welfare of your own child
- For minor concerns directly contact your child’s teacher to clarify information.
- For more serious concerns, contact the school front office. State the nature of your concern and arrange a suitable time to talk with the class teacher or appropriate staff member.
- To convey information about change of address, telephone number, emergency contact, custody details, health issues etc. – please contact the school office.

Actions of other students
- Contact the class teacher for a classroom problem.
- Contact the class teacher or senior staff for playground problems.

School policy or practice
- Contact office. State nature of concern and make an appointment to see the Principal and/or appropriate member of staff.

Actions of a staff member
- Contact the teacher directly in the first instance. If the matter is not resolved, contact Senior Staff.
Code Of Conduct For Parents/Carers And Volunteers

A code of conduct for parents and visitors ensure that everyone who visits the school site is able to do so in a safe and harmonious manner and to ensure that students, staff, parents and other visitors are not subjected to aggressive, hostile or violent behaviours.

Parents and visitors are expected to:
- Treat all persons associated with the school with respect and courtesy.
- Ensure their child/children are punctual to class.
- When possible, make appointments in advance to obtain an interview.
- Allow staff to supervise, investigate incidents and manage students without interference.
- Discuss issues or concerns about the school, staff or students through the correct procedures.
- Follow school procedures governing entry and behavior on school grounds, including any restrictions that may be imposed.

Please Note: Any person contravening this Code of Conduct is advised that the Principal (or relevant delegate) will follow appropriate action that may involve restricted access to school grounds.

Specific inappropriate conduct includes:
- Actual physical assaults or threatening physical assaults on students, staff, parents or community members at the school or during the course of school activities;
- Behavior 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; intimidating gestures
- Use of offensive or abusive language (including swearing & shouting) in the presence of students, staff or other visitors to the school;
- Any interruption to the learning environment of the school such as entering classrooms without permission.

Visitor and Volunteer Helpers Policy

Throughout the school year, volunteers support our school in a variety of ways.

Parents and other volunteers assisting us do so on the understanding that:
- Teachers are responsible for the programs operating within the classroom and/or school.
- Teachers are in charge and have ultimate responsibility for the safety, welfare and care of the students.
- Visitors and volunteers should have a valid Good Character Check.
- Visitors and volunteers conduct and manners should at all times be respectable and an appropriate model for students.
- Visitors and volunteers should refrain from smoking – the school is a government non-smoking area.
- Visitors or volunteers should cooperate with teachers in charge to ensure safety and welfare of students.
- Visitors and volunteers should sign themselves in and out in the attendance folder at the Miandetta Primary front office.
- Visitors and volunteers must wear a volunteers/visitors badge as identification whilst assisting with students.

Confidentiality is of prime importance. Parents and volunteers are not to discuss any information they obtain at school, with the exception of the classroom teacher or the Principal.

Please Note: Any parent or volunteer helper not fulfilling these requirements may be excluded from the volunteer program.

Your co-operation is sought and appreciated in maintaining a safe and happy school environment.