



# Parent/Carers Code of Conduct



## Help for non-English speakers

If you need help to understand the information in this policy please contact the school on 9687 1535

### PURPOSE

To ensure that parents / carers interact with Footscray West Primary (FWPS) in ways that enhance the educational and social development of our students and are consistent with providing an open, welcoming, inclusive and safe environment for all.

### OBJECTIVE

To outline the expected behaviours of parents / carers in their interactions with Footscray West Primary (FWPS).

### SCOPE

This code of conduct applies to all interactions that parents/carers have with the school.

### DEFINITIONS

For the purpose of this policy, the term 'parent' includes a guardian and every person who has parental responsibility for the child, including parental responsibility under the *Family Law Act 1975* (Cth) and any person with whom a child normally or regularly resides.

### CODE OF CONDUCT

Our values are outlined in the school strategic plan, which has been developed with the whole school community and is located on the school website. The Tribes Agreements of Mutual Respect, Attentive Listening, Participation/Right to Pass, and Appreciations/No Put Downs underpin all interactions between members of the school community.

**Parents/carers are required to adhere to the Code of Conduct, observe the Child Safe Policy and adhere to the expectations for appropriate behaviour towards and in the company of children.**

All parents/carers 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 judgmental gossip, and will ensure that anything they say about others is fair and truthful;
- 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 and must refrain from actions and behaviour that constitutes harassment, discrimination or vilification;
- Demonstrate behaviours consistent with the Tribes Agreements.

When visiting the school parents/carers 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:
  - Raising any behavioural, bullying or peer group issues with a member of the teaching staff and handing over the responsibility to deal with these issues to that teacher
  - Maintaining absolute confidentiality of any information they obtain at school (information obtained at school can be discussed with classroom teachers, wellbeing team member or the principal) only
  - Refraining from either speaking to or disciplining a child who is not their own. In all instances behaviour of school children that is of concern to a parent must be raised with either classroom teachers or the principal
- Work in partnership with the school to enhance the learning outcomes, wellbeing and conduct of their child, including:
  - Raising any concerns about their child's learning, conduct or wellbeing privately with the class teacher, wellbeing officer or principal – preferably by appointment;
- Respect that the priority of school staff is the welfare and education of all children in the school. Therefore:
  - Refraining from interrupting or distracting a teacher while classroom activities or learning activities are underway;
  - Understanding 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 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
  - Appreciating 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

Other school policies that may be relevant to parent conduct

- Privacy
- Visitors
- Working With Children
- Concerns and Complaints
- Volunteers

### POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2020
Consultation	Reviewed by policy and planning sub-committee of School Council
Approved by	Principal and ratified at school council
Next scheduled review date	2024