

**ST FRANCIS OF ASSISI SCHOOL
CODE OF CONDUCT**

Contents

Introduction

Aim

Expected Behaviours

Dealing with Students and Children

Complying with this Policy

Attachment 1 - Raising Concerns

Attachment 2 - Expectations In & Around the School

Introduction

St. Francis of Assisi Primary School is owned and operated by the Catholic Parish, Mill Park, and teaches children in a Christian faith-based educational setting. As a school, we believe in and aim to uphold the principles of social and natural justice, mutual respect and cooperation, respect for privacy, open and honest communication, quality education, access and equity, accountability and working in partnership with others.

St. Francis of Assisi Primary School considers all staff, teachers, students, parents, clergy and volunteers as members of the school community, and expects the entire community to uphold and abide by this policy. This policy also applies to all visitors and contractors entering the school grounds.

Aim

This policy aims to ensure all members of the school community maintain positive and respectful relationships in all manner of dealings with each other. Good relationships between home, school and members of our community give our children and students a better chance of success. Effective student learning is a core value of the school, and respectful relationships are critical in supporting and maintaining this.

Expected Behaviours

As a school community, we expect that all members will uphold a high standard of behaviors that is consistent with the principles of the school and church, and provide positive role modelling to the students including:

Respect

We will treat others fairly and objectively, work to build and maintain trust and mutual respect, and treat all people fairly and courteously whilst ensuring dignity and sensitivity.

Integrity

We will act honestly, responsibly and in a trustworthy manner in everything we do. This includes being honest, open and transparent in all matters, using authority responsibly.

Leadership

We will demonstrate leadership by guiding, directing and influencing whilst actively upholding the school's values. We will strive to positively influence, inspire and empower others, and build a cohesive, respectful and supportive community.

Accountability

We will be accountable for our actions and accept responsibility for our decisions.

Impartiality

We will demonstrate impartiality in all decisions made in positions of responsibility providing advice on merit and without bias, favouritism or self-interest.

Human Rights

We will respect, support and promote the human rights as stated in the Charter of Human Rights and Responsibilities Act 2006, support community diversity, and aim to

make best use of people's backgrounds, skills, talents and perspectives to ensure fairness and respect for all.

All members of the community of the wider public have a right to be in an environment that is safe, harmonious and respectful, where individuals are encouraged and supported to achieve their potential. It is an expectation of the school and community that all interactions at and about the school are free from unacceptable and illegal behaviours, including:

- Unwelcome and unwanted physical contact;
- Verbally or physically aggressive behaviours;
- Racial discrimination and vilification;
- Bullying;
- Harassment, victimization or discrimination based on a personal and/or protected characteristic.

Dealing with Students & Children

As adults in the community, we have a responsibility to protect, nurture and support children at all times. Adults are often perceived by children to occupy a position of authority in regard to them and it is our responsibility to not take advantage of this relationship. As adults in the community, we should:

- Not make negative comments about teaching staff that undermine trust and confidence;
- Seek appropriate avenues to resolve issues and concerns;
- Not approach a student or child directly about an issue or concern, unless immediate intervention is required to protect the child from unacceptable behaviours or a risk to their safety. If this occurs, please speak to a member of staff about the incident immediately.
- Not make unwelcome or unwanted physical contact with a child or student.

Parents are expected to actively support the school's Student Welfare and Behaviour Management Policy.

Compliance with this Policy

If the actions of a member of our School community are of an unacceptable standard, a formal request will be made by the School to discuss the issue. If a resolution cannot be found or certain inappropriate actions are repeated, then families will be asked to seek an alternate school.

Code of Conduct - Attachment 1

Raising Concerns

Introduction

This guide provides information about avenues of communication, which strengthens the partnership between parents and our school, providing quality education and care, it acknowledges the importance of relationships between parents/caregivers and the teachers/staff.

Your concerns may relate to:

- classroom issues;
- playground issues;
- your child's or another student's behaviour;
- school policies;
- student learning, assessment and reporting;
- another school-related issue.

Process for Raising Concerns

Concerns about general school matters such as the timing of special events, school policies, facilities and student free days are most appropriately addressed by the Principal or Deputy Principals.

Concerns about personal matters such as those about a child, parent/caregiver or staff member should be raised in a confidential manner directly with the relevant teacher/staff member or Deputy Principals/Principal.

The below procedure should be followed in the above situations:

In the first instance arrange to talk to the person who knows about the situation, such as:

- the teacher involved;
- the yard duty teacher (other relevant teachers and staff);
- the Deputy Principals/Principal.

It will also help if you are calm and honest in your approach, and you should avoid approaching children or other parents directly.

Meeting to Discuss Concerns

Your concern deserves time in order to be resolved. Let the staff member know about your concern with a note, or telephone call. This means they will be prepared and have a chance to gather all of the necessary information. A time can then be set up which suits your both. If, together, you are not able to sort out the problem let the staff member know that you intend to speak to someone else. Arrange a time to speak to either the Principal or one of the Deputy Principals, providing information which will enable the meeting to be as useful as possible.

It is useful if the meetings and telephone conversations regarding concerns are documented to ensure a shared understanding of statements and events. All parties involved in the discussion must understand and agree to the documentation. Copies of documented meetings and conversations should be made available to all parties involved.

Roles & Expectations

Everyone involved in the complaint can expect:

- opportunities to put forward their point of view and express opinions and concerns calmly.
- to be treated fairly, equitably and courteously.
- clear and accessible communication channels.
- that concerns will be raised at the school through agreed channels.
- that confidentiality will be established and maintained.

Support Person

In appropriate cases, a support person may assist in the resolution or debriefing of concerns. A support person may assist with particular concerns such as students with disabilities.

Confidentiality & Involvement of Students

It is important that your concerns are kept confidential, and although at times you may wish to seek support from a nominated support person, it is important to do this with care.

If the matter is discussed in a student's hearing, it is important that the student understands that you have confidence that the issue will be resolved confidentially, at the school. Criticism of the school or teacher does not support the child's education as it can undermine trust and confidence.

Similarly, staff are expected to maintain confidentiality and must not discuss the issue(s) in front of students. Staff also expect matters to be resolved with parents and caregivers appropriately.

Contacting the School

Please contact the school office if you need to speak to any of our Leadership personnel. The office will direct your query to the appropriate person.

Our Leadership Team consists of:

eLearning Leader

Learning Support Leader

Literacy Leader

Mathematics Leader

Religious Education/Wellbeing Leader

Deputy Principal – Learning and Teaching

Deputy Principal – School Community

Principal

Teachers can be contacted via telephone though the school office 9407 3100.

Code of Conduct - Attachment 2

Expectations In & Around the School

Introduction

This document provides further details on expectations of members of the school community in and around the school, including during pick up and drop off times.

1. Attendance at School

- No student is to be dropped at school prior to 8.30 am unless to attend the OSHC program.
- No student is to be left at school after 3.45 pm with OSHC being arranged.
- All student absences to be confirmed in writing to the teacher

2. School Access

- Prep / Year 1 gate is only to be used by families of these levels.

3. School Grounds

- Please ensure children are not on the playground after school or at other times stipulated by the staff.

4. Car Parking

- No Parking in the Staff car park (There is only just enough parking for staff).
- At the Kiss and Drop spots please do not exit the car to gather students' bags or say farewell as it unnecessarily holds up traffic.
- Keep Disabled Parking Bays clear unless you are an eligible user with a displayed card.
- Do not park in the Stables Kindergarten Car Park – it is not for school use.
- Families are encouraged to park at The Stables Shopping Centre Car Park. Parents are to obey all signage and be respectful and considerate to the local community when picking up and dropping off children.

5. Road Safety

- Observe safety measures along Childs Road, and ensure you cross at the Pedestrian Crossing.

6. Uniform

- Please ensure that correct uniform is always adhered to (a note to the teacher is required when incorrect uniform is to be worn).

Acknowledgement & Acceptance of the Code of Conduct

Child/s Name/s:

I/We,

(Please print names)

acknowledge receipt of the Code of Conduct of St. Francis of Assisi School.

I have read and understood the Code of Conduct of St. Francis of Assisi School.

I will ensure that my child will observe all the school rules and regulations as stipulated in the Code of Conduct and I accept responsibility for his/her actions.

If my child disobeys any of the school rules and regulations I will support any behavior management measures deemed appropriate by the School.

As parents, and anyone we authorise to collect our child/ren, we agree to abide by the School's Code of Conduct.

Date:

Signature: (parent/guardian)

Signature: (parent/guardian)

Please remove this page and return to the classroom teacher.

Thank you.