

PARENT – SCHOOL RELATIONSHIPS CODE OF CONDUCT

Policy Statement

St Margaret's School is committed to nurturing respectful relationships and active partnerships with you as parents. We believe that our students' learning journeys are enriched through positive and reciprocal home and school relationships.

This Code of Conduct is intended to guide parents in your dealings with staff, other parents, students and the wider school community. It articulates the school's key expectations of both staff and parents with regard to respectful relationships and behaviours. It also specifies the school's position with regard to unacceptable behaviours that breach our culture of respect.

This Code of Conduct is to be read in conjunction with the Schools:

- Policy for Addressing Grievances and General Concerns
- Pastoral Care Policy
- Student Wellbeing Processes
- Anti-Bullying Policy - Students
- Child Safety Policy

Guidelines

OUR CULTURE OF RESPECTFUL RELATIONSHIPS

Among students, staff and parents we strive to develop the following:

- a respect for the innate dignity and worth of every person
- an ability to understand the situation of others
- a cooperative attitude in working with others
- open, positive and honest communication
- the ability to work respectfully with other people
- trusting relationships
- responsible actions.

In promoting and upholding this culture, we expect that parents will:

- support the school's Catholic ethos, traditions and practices
 - support the school in its efforts to maintain a positive teaching and learning environment
 - understand the importance of healthy parent/teacher/child relationships and strive to build those relationships
 - adhere to the school's policies, as outlined on the school website
 - treat staff, students and other parents with respect and courtesy
 - refrain from making disparaging comments about other parents' children
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In promoting and upholding this culture, we expect that staff will:

- maintain confidentiality over sensitive issues
- relate with and respond to you in a respectful and professional manner
- ensure a timely response to any concerns raised by you.

RAISING CONCERNS AND RESOLVING CONFLICT

In raising concerns on behalf of your child, or making a complaint about the school's practices or treatment of your child, we expect that you will:

- listen to your child, but remember that 'there are two sides to a story'
- observe the school's stated procedures for raising and resolving a grievance/complaint
- follow specified protocol for communication with staff members, including making appointments at a mutually convenient time and communicating your concerns in a constructive manner. Concerns raised via e-mail should be sent at a reasonable time and there is an expectation that teacher response is in school hours
- refrain from approaching another child while in the care of the school to discuss or censure them because of actions towards your child. Refer the matter directly to your child's teachers for follow-up and investigation by the school.

In responding to your concerns or a complaint, we expect that staff will:

- observe confidentiality and a respect for sensitive issues
- ensure your views and opinions are heard and understood
- communicate and respond in ways that are constructive, fair and respectful
- ensure a timely response to your concerns/complaint
- strive for resolutions and outcomes that are satisfactory to all parties.

(Refer also to our [Communication & Grievance Policy](#))

STAFF SAFETY AND WELLBEING

There is a zero tolerance to aggressive behaviour, which the school places high value and priority on maintaining a safe and respectful working environment for our staff. These behaviours include, but are not limited to:

- shouting or swearing, either in person or on the telephone
- physical or verbal intimidation
- writing rude, defamatory, aggressive or abusive comments to/about a staff member (emails/social media)
- racist or sexist comments
- damage or violation of possessions/property.

When a parent behaves in such unacceptable ways, the principal, deputy principal or student wellbeing leader will seek to resolve the situation and repair relationships through discussion and/or mediation.

Where a parent's behaviour is deemed likely to cause ongoing harm, distress or danger to the staff member and others, we may exercise our legal right to impose a temporary or permanent ban from the parent entering the school premises. In an extreme act of violence that causes physical harm to the staff member and his/her property, the matter may be reported to the police for investigation.

Evaluation: This policy will be reviewed as part of the School Review cycle.

References: CECV "Safe and Sound Practice Guidelines (Occupational Violence)"

Dated: November 2018