



# Moe (South Street) Primary School 4662

*'Be Safe, Be a Learner, Be Respectful'*

## Parent Code of Conduct Policy

Moe (South Street) Primary School welcomes community participation and values its input. Parents are their child's first teacher in the academic, social, emotional, and physical development of their children.

As members of Moe (South Street) Primary School parents are expected to conduct themselves in a lawful, ethical, safe, and responsible manner that recognises and respects the rights of others and the expertise, experience and qualification of staff. The Parent Code of Conduct policy provides statements which serve as a reminder to all members of our community of their obligations as a member of Moe (South Street) Primary School community.

### PURPOSE

The Parent Code of Conduct works alongside the school values of Be Respectful, Be Safe and Be a Learner. To ensure that all parents, students, and members of our school community understand:

- (a) That the health and wellbeing of all members of our school community is important. All members of our school community (Staff, Students and Parents) have the right to feel safe.
- (b) The adult community is expected to model respectful behaviour and treat all members of the school community with respect and consideration.
- (c) All members of the school community have the right to an environment free from harassment.
- (d) All communication between Staff and Parents are conducted in a co-operative manner.

### SCOPE

This policy applies to all adults including parents, guardians, step-parents, grandparents, extended family, advocates and any other adults involved in activities or communication to Moe (South Street) Primary School. This includes face – to – face contact, communication via letter, email, Sentral messenger and all social media platforms.

### POLICY

As a Parent and Guardian we ask that you:

- Support your child/ren in all educational endeavours by giving praise and showing interest in school activities.
- Support the learning and behaviour goals developed (in consultation) for your child as outlined in their Individual Learning Plan/ Behaviour Support Plan/Safety Support Plan.
- Help your child/ren to understand that giving your best effort is important.
- Demonstrate that both parents and teachers work together for the benefit of the child/ren.
- Listen to your child/ren, but remember that a different 'reality' may possibly exist elsewhere.
- Understand the importance of a healthy parent/teacher/child triangle and communicate any concerns to your child's teacher in a constructive manner.
- Adhere to the school's policies, as outlined on the school website.
- Work in co-operation with the school to address any unacceptable behaviour shown by your child/ren.
- Support the school in its efforts to maintain a positive teaching and learning environment.

- Maintain a positive and co-operative attitude.
- Inform the school of any issues that impact on your child's wellbeing.

Parent/Guardian have the right

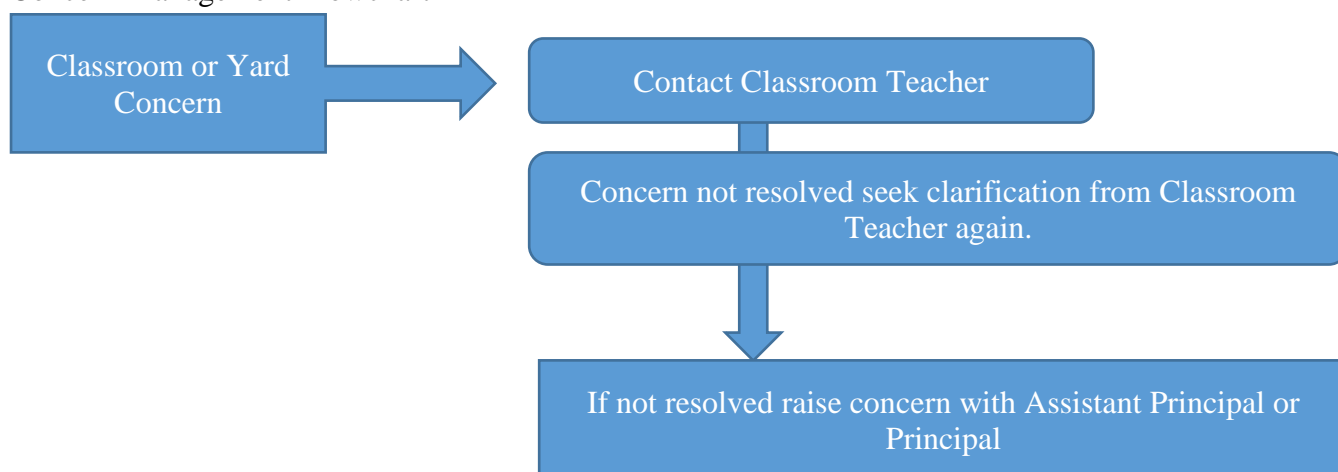
- to be treated with respect and courtesy by other parents.
- to be treated in a polite manner.
- to be respected by staff and students.
- to have a timely response to concerns raised (this would normally be within 48 hours as teachers may have meetings, be in class, planning for teaching and learning, yard duty, investigate the concern etc.) Staff will respond during their working hours (8:30am- 4:30pm). Some response times may be longer due to only working part time.
- Issues of a serious nature will be acknowledged and appropriate actions and feedback will then follow.
- to be treated with professionalism from all staff members.
- to be listened to and clearly communicated with, in regard to their child's education.

Parent/Guardian responsibilities

- use respectful language towards all staff and other members of the school community.
- remain calm and polite when communicating with staff and other members of the school community.
- under no circumstances approach another child whilst in the care of the school to discuss or chastise them because of actions towards their own child/ren.
- be aware that events have many sides, be prepared to listen to them and seek to verify facts before stating a concern.
- be mindful of what you say in order to respect the reputation of teachers.
- respect teachers' preparation time before or after school to make an appointment at a mutually convenient time if you wish to speak to a teacher.
- do not discuss any grievances in front of your child/ren regarding the school.
- on excursions, helping in class or on camps, parents must follow the instructions and wishes of the teacher.

- There will be a zero tolerance approach to any aggression, intimidation, threats or harassment of school staff, by any means (e.g. in person, by phone, by email, on social media etc). These behaviours may lead to exclusion from school grounds and school activities.

Concern Management Flowchart



### CONSEQUENCES OF A BREACH OF THE PARENT CODE OF CONDUCT

Any parent, member of school staff or student may notify the Principal or Assistant Principal of a possible breach of the Parent Code of Conduct. The Principal or Assistant Principal will investigate

the complaint and if satisfied that a breach has occurred, The Principal or a person authorised by the Principal will;

(a) provide a warning (first, second or final) that a breach of the Code of Conduct has occurred and that a further breach will not be tolerated;

(b) determine whether a breach may be rectified by the parent making a private or public apology, depending on the circumstances, to an individual or group of individuals.

(c) where the breach concerned has unacceptable behaviour on a visit to the school, The Principal or a person authorised by the Principal will:

- issue a verbal warning will be given to the parent.
- issue a trespass warning in writing will be given to the parent. (Temp 1<sup>st</sup> Warning)
- if the behaviour continues, this may accelerate to a trespass notice requiring the parent to stay away from the school. (Temp 2<sup>nd</sup> warning)
- Trespass order issued

Correspondence that is in breach of this code of conduct, because of the language, an expression used or the manner in which it is sent or delivered, will not be responded to.

This policy does not preclude any person from exercising their individual legal rights in respect of obtaining restraining and intervention orders, reporting assault, bringing action for defamation, exercising rights under vilification or discrimination laws or in any other way.

A right of appeal will apply to any decisions made by the school council and principal under this Code of Conduct Policy. Decisions appealed will use the school's procedures for complaints and resolutions. (see Parent Complaint Policy)

## EVALUATION

This policy works in conjunction with accordance with the Departmental Guidelines and the following Policies:

- Parent Complaint Policy
- Bullying Policy
- Child Safe Policy
- Duty of Care Policy
- Privacy Policy
- Student Wellbeing and Engagement Policy
- Trespass Procedure Department of Education

## REVIEW CYCLE

This policy was last updated on 17/8/2021 and is scheduled for review in 3 years.

NOTE: This policy will be adjusted according to the State Governments introduction of the Education and Training Reform Amendment (Protection of School Communities) Bill 2021.

The Bill will help empower authorised persons, such as school principals, to issue School Community Safety Orders to parents, carers and other people who engage in harmful, threatening or abusive behaviour.

This has not been finalised in policy form by Department of Education and Training at as at the time of School Council ratification.



# Moe (South Street) Primary School

P.O. Box 612, MOE, 3825  
Telephone: (03) 5127 1512 Fax: (03) 5126 1149  
Email: moe.ps.south@education.vic.gov.au

'Be SAFE Be RESPECTFUL Be a LEARNER'



## FIRST WARNING LETTER TEMPLATE – OUTLINING EXPECTATIONS

[*Insert name*  
*Address*  
*Address*]

Dear [*insert name*],

As Principal, it is my role to ensure the safety, security, health and wellbeing of all our staff and students.

We are committed to ensuring that everyone is treated with respect, fairness and dignity. We expect all employees, students, parents and visitors in the school to act accordingly.

I refer to the incident that occurred on [*insert date*] where [*insert details of incident*]. As a result, [*teachers / students /other parents insert/ delete as appropriate*] were adversely affected by your behaviour.

This behaviour is completely unacceptable, and I will not tolerate further incidents of this kind. In future, please ensure you refrain from such behaviour on our school premises.

The School's policies/ Statement of Values [*Insert name of relevant school policies*] outline the standards of behaviour expected of our school community. These policies make it clear that discrimination, harassment, bullying, violence and threatening behaviour are unacceptable in our school. I have enclosed a copy of *these policies* and ask that you to review *this/ these document/s* carefully and take note of your behaviour in and around the school and ensure that you follow our school policies.

I also take this opportunity to remind you that Government schools are not public places and there is no general right for the public to be on school premises. As Principal of the school, I have the absolute discretion to determine who may enter the school premises and any conditions of entry.

I am also warning you that should your behaviour continue in a manner that is disruptive to or negatively impacts upon the school community, I will need to consider putting in place measures that prevent you from coming onto the school premises for a period of time. Although I am generally reluctant to exclude a parent or carer from attending at the school, I must take appropriate measures to fulfil my responsibilities for the general care, safety and welfare of the entire school community.

[*insert/ delete as appropriate*] Parents and carers are always welcome to raise grievances or concerns, but this should be done in an appropriate and respectful manner. [*Insert details of appropriate channels for raising concerns/attached relevant policies*].

We look forward to continuing to work with you to give your child a safe and supportive learning environment.

Yours faithfully



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## SECOND WARNING LETTER TEMPLATE – WHEN CONSIDERING ISSUING A TRESSPASS WARNING NOTICE

[Insert name  
Address  
Address]

Dear [insert name],

I wrote to you on [insert date] about your conduct at school. As you know, as Principal, it is my role to ensure the safety, security, health and wellbeing of all our staff and students.

I refer to a further incident that occurred on [insert date] where [insert details of incident]. As a result, [teachers / students /other parents insert/ delete as appropriate] were adversely affected by your behaviour.

As I have previously outlined to you. this behaviour is completely unacceptable, and I will not tolerate incidents of this kind.

I have previously referred you to the School's policies/ Statement of Values [Insert name of relevant school policies] that outline the standards of behaviour expected of our school community. These policies make it clear that discrimination, harassment, bullying, violence and threatening behaviour are unacceptable in our school and that all employees, students, parents and visitors in the school are expected to act in accordance with these policies.

As you are aware, Government schools are not public places and there is no general right for the public to be on school premises. As Principal of the school, I have the absolute discretion to determine who may enter the school premises and any conditions of entry.

As you have continued to behave in a manner that is inconsistent with school policies and that is adversely affecting teachers / students /other parents, I am considering issuing you with a *Trespass Warning Notice* for a period of [insert period i.e. number of months or one year]. This notice will have the effect of preventing you from being able to enter onto school premises for the period of the notice.

If there are any reasons why you believe this notice should not be issued or if there is anything you would like me to take into account when considering whether or not to issue this notice to you, please provide this information to me by [insert date and time]. You can provide me with this information by [sending an email to [insert email address] or calling the school and providing this information to [insert staff] insert/ delete as appropriate]. I will consider any information you provide before making my final decision.

We look forward to continuing to work with you to give your child a safe and supportive learning environment.

Yours faithfully