



Kunyang
Primary School

Parent/Guardian Code of Conduct Policy

Help for non-English speakers

If you need help to understand this policy, please contact the wellbeing assistant principal on 9787 6102.



PURPOSE

This Parent Code of Conduct demonstrates our school's commitment to creating and maintaining a child-safe and child-friendly organisation. The health and welfare of all members of our school community is important, because all children and school staff have the right to feel safe at school.

Parents/caregivers play a formative role in the development of a child's sense of justice, equity, and the dignity and worth of all members of our school community. They act as one of the most influential role models within a child's life. The responsibility for upholding the values of the school in this matter must fall on those with the greatest capacity to reason and control their actions. As such the adult community of our school is expected to model courteous behaviour and treat all members of the school community with respect and consideration.

SCOPE

Kunyang Primary School welcomes community participation and values its input. Parents play a crucial role in the academic, social, emotional and physical development of their children. Our school is committed to ensuring that children feel happy, safe and secure, and have the maximum opportunity to learn.

As members of the school community 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 qualifications of staff. The Parent Code of Conduct Policy provides statements which serve as a reminder to all members of the school community of their obligations as a member of the Kunyang Primary School community.

This policy applies to all adults including parents, guardians, step-parents, grandparents, extended family, advocates and any others involved in activities or communication related to Kunyang Primary School. This policy also explains how Kunyang Primary School proposes to manage common enquiries from parents and carers.



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GUIDELINES

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As a minimum, all members of the school community are expected to behave with respect, civility and in the manner of a responsible citizen. There may be times when it is felt the actions of a member of the school community have infringed the rights of a child.

Under no circumstances is a parent or guardian to approach another child, whilst they are in the care of our school, to discuss or chastise them because of their actions. Such an approach to the child may be seen to be an assault on the child and may have legal consequences. In addition to this, direct parent/parent contact should be avoided when there has been an incident at the school involving their child/children.

It is appropriate to approach the class teacher in the first instance to seek their intervention in bringing about an equitable and peaceful solution to the situation. If the situation remains unresolved, an approach should be made to the Team Leader and then the school Principal.

Bullying has no place within our community and as such will not be tolerated. This is as true for adult-to-adult interaction as it is for child-to-child. All interactions between members of our community must be in keeping with the values espoused by the school and school policies.

Instances of bullying must quickly be brought to the attention of the Classroom Teacher, Team Leader or Principal in line with our policy.

The Kunyang Primary School community should ensure that everyone within the school community is treated with respect, fairness and dignity. Respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability. Therefore, inappropriate use of **social media** regarding Kunyang Primary School will not be tolerated.

In order to help protect peoples' good name, problems, differences of opinion and personality clashes are not resolved by involving other people in a disagreement or by taking sides in the argument. We will attempt to resolve these issues through calm dialogue between the parties directly involved whilst respecting the dignity of each and every person. There is an expectation that people working within the school as "volunteers" avoid forming opinions on other students or sharing their opinions with the broader community.



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COMMUNICATION PROCEDURES

Kunyang Primary School understands the importance of providing helpful and timely responses to common enquiries from parents and carers. To ensure that members of our school community are directed to the most appropriate person to assist them, the information below outlines key contacts for common queries:

- To report a student absence, please do so via Compass or contact our office on 9787 6102
- To report any urgent issues relating to a student on a particular day, please contact our office on 9787 6102
- To discuss a student's academic progress, health or wellbeing, please contact your classroom teacher via Compass.
- To make a complaint, please in the first instance direct concerns to your child's teacher. Formal complaints should be directed to a member of the school leadership team.

COMMUNICATION WITH SCHOOL STAFF

- Please email, telephone or arrange a meeting with your class teacher. *(Please also refer to our Complaints Policy on our website).*
- For enquiries regarding camps and excursions, please contact your child's teacher, camp coordinator via email or contact our office on 9787 6102.
- To report a potential hazard or incident on the school site, please contact a member of our administration team on 9787 6102 or email kunyang.ps@education.vic.gov.au
- Parent payments can be made through Compass, BPAY or at the front office
- For all other enquiries, please contact our office on 9787 6102 or email kunyang.ps@education.vic.gov.au

IMPLEMENTATION

Conflict Resolution

Respect and dignity will be accorded to all members of the school community, staff and all children at Kunyang Primary School.

- Any conflict on school grounds will be dealt with in a mature and appropriate manner in accordance with existing school and DET procedures.
- Where students are concerned, an approach to the school will be made in the first instance.
- Every effort will be made to listen to the grievances of all parties in a calm and rational manner



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without recourse to involvement to outside parties who are not directly involved.

- Parents have the right to raise issues and concerns related to the education of their child or school matters.
- Parents should ensure that they raise their issues and concerns with the right person and follow the correct communication channels.

(Refer to the Complaints Policy and/or Parent Concerns and Complaints Policy which are available on the Kunyang Primary School Website.)

Communication - In general, parents will use courteous and acceptable written and spoken language in all communications with students, staff and other parents and members of the school community.

- No profane, insulting, harassing, aggressive or otherwise offensive language may be used.
- Parents will act in the best interests of students, their families and staff members.
- They will not engage in malicious or judgemental gossip, and should ensure that anything they say about others is fair and truthful.

We value our diverse community and respect the rights, religious beliefs and practices of individuals and their families. We respect points of view that are different from our own and all members of our community must refrain from actions and behaviour that constitutes harassment, discrimination or vilification.

With School Staff - All school staff are entitled to a safe and happy work environment. This is in the best interests of the students as well as staff themselves. Parents should therefore ensure that their interactions with staff do not create unnecessary stress and anxiety.

- To ensure this, the following practice is in place at Kunyang Primary School:

The priority for school staff is the welfare and education of all students in the school. School staff are therefore not required to respond to emails and telephone calls instantaneously.

- Responses are not expected outside normal working hours or during school holidays unless it is an emergency.
- The time available for parents to meet with staff is limited and must 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.



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(Refer to the Communication with Staff Policy which is available on the Kunyang Primary School Website.)

With Students - As members of the school community parents can support the students in learning and encourage them to always try their best. This can be modelled by:

- Sharing our knowledge, learning and experiences with the students,
- Praising the students and encouraging them for all their efforts,
- Encouraging the development of 'enquiring minds',
- Recognising our own and encouraging the student's individuality,
- Ensuring that our children are 'equipped' to learn by:
 - o Providing appropriate items that supports the learning opportunities & if unsure to see the student's teacher,
 - o Ensuring that you support the school in its curriculum priorities and value-adding programs,
 - o Encourage decision making and let the students make their own mistakes ('risk taking') and learn for themselves,
 - o Encouraging an active and healthy lifestyle,
 - o Setting realistic and achievable goals.
 - o Being confident to show the students that we can have a go.
 - o Taking an interest in our children's school work,
 - o Encouraging and supporting the students to complete their homework,
 - o Asking the students about their day.
 - o Be happy, confident and positive.
 - o Show and encourage a passion for life.

With Other Parents - Parents will respect the privacy of other parents' email addresses and will not send unsolicited emails or "spam" to other parents nor forward other parents' email addresses without their permission.

- The school will not give out the email address of parents without permission.
- Class representatives or activity organisers will not pass on parent email addresses without permission.

On School Grounds - Where possible parents and carers are encouraged to be involved in the school community and support school-based events. Whilst on school grounds parents are asked to adhere to the following:

- Treat all school property with care,



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- Respect school policies that support the safe and effective operations of the school and its community,
- Follow the parking rules,
- All visitors to the school during school hours must sign a visitors' register located at the school office and parents will comply with all safety and emergency procedures in place at Kunyang Primary School,
- When attending any kind of school assembly or public meeting, parents will listen respectfully, in the same manner required of students and staff and will refrain from creating any noise or disturbance during performances or speeches by students, staff or visitors,
- A parent may not interrupt or distract a teacher while classroom instruction or learning activities are underway,

When visiting a classroom - parents accept the authority of the teacher and that they are in attendance on the teacher's terms. Teachers value parental involvement and assistance, but they may ask a parent to leave for any reason, such as:

- o Parental assistance not being required,
- o Parental presence in the classroom or at the activity is disturbing or distracting to a student or teacher,
- o The parent is not in control of their emotions.

Physical Safety - In particular, all school parents and carers must not:

- Use any object (whether as a weapon or otherwise) to threaten or intimidate an other person,
- Cause injury to any person by the use of any such object.
- Be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs.
- Any parent or school community member who invites a relative, friend, support, carer or other person to be present at any official school activity held by or for the benefit of the school and its students must at all times be responsible for that person and ensure they act at all times in a manner consistent with this Code of Conduct.



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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:

- (a) provide a first and/or final warning 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 unacceptable behaviour on a visit to the school, issue a trespass warning to the parent, which, if the behaviour continues, may accelerate to a trespass notice requiring the parent to stay away from the school.

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.

Correspondence which is defined as “vexatious” according to the Complaints Policy will not be responded to.

Nothing in this Policy precludes 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.

Right of Appeal - This policy will apply to any decisions made by the School Council and Principal under this Code of Conduct and decisions may be appealed using the school’s procedures for complaints and resolutions.

EVALUATION

This policy will be reviewed every 2 years, or earlier as required following an incident or analysis of new research or school data relating to bullying, to ensure that the policy remains up to date, practical and effective.



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This Policy works in conjunction with:

1. KPS Child Safety Policy
2. KPS Child Safety Code of Conduct
3. KPS Wellbeing and Engagement Policy
4. eSmart Policy
5. KPS Parent Concerns and Complaints Policy
6. KPS Duty of Care Policy

Proposed amendments to this policy will be discussed with SIT, Educational Sub Committee and School Council.

REVIEW CYCLE

Policy last reviewed	
Approved by	Principal
Consultation by	School Council: November 2024 School Council Subcommittees: November 2024 School Improvement Team (SIT): August 2024 School Community: Ongoing via offer to provide feedback as outlined on our website.
Next scheduled review date	Before November 2026