



THE EDMUND STRZELECKI MELBOURNE POLISH SCHOOL

St Paul Apostle South Primary School, 9 William Hovell Drive,
Endeavour Hills, VIC 3802

www.melbournepolishschool.com.au | contact@melbournepolishschool.com.au

PARENT CODE OF CONDUCT POLICY

RATIONALE

The Edmund Strzelecki Melbourne Polish 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 Edmund Strzelecki Melbourne Polish 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 Edmund Strzelecki Melbourne Polish School

PURPOSE

The Parent Code of Conduct works along side the school values of To be Respectful, To be Responsible, To Care and To Strive. The health and welfare of all members of our school community is important. 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.

GUIDELINES

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 Child Safe Officer 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, the Child Safe Officer or Principal.
- The Edmund Strzelecki Melbourne Polish School community should ensure that everyone within the school community is treated with respect, fairness and dignity.
- 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 staff members sharing their opinions with the broader community.

IMPLEMENTATION

Conflict Resolution

- Respect and dignity will be accorded to all members of the school community, staff and all children at The Edmund Strzelecki Melbourne Polish 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 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



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ensure that they raise their issues and concerns with the right person and follow the correct communication channels. Refer to the School Complaints Policy which is available on The Edmund Strzelecki Melbourne Polish 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 The Edmund Strzelecki Melbourne Polish 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.

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:
 - Providing appropriate items that supports the learning opportunities & if unsure to see the student's teacher,
 - Ensuring that you support the school in its curriculum priorities and value-adding programs,
 - Encourage decision making and let the students make their own mistakes ('risk taking') and learn for themselves,
 - Encouraging an active and healthy lifestyle,
 - Setting realistic and achievable goals.
- Taking an interest in our children's school work,
 - Encouraging and supporting the students to complete their homework,
 - Asking the students about their day.
- Be happy, confident and positive. 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,
- 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 the Edmund Strzelecki Melbourne Polish School,
- A parent may not interrupt or distract a teacher while classroom instruction or learning activities are underway,



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Physical Safety

In particular, all school parents and carers must not:

- Use any object (whether as a weapon or otherwise) to threaten or intimidate another 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.

Consequences of a Breach of the Parent Code of Conduct

Any parent, member of school staff or student may notify the Principal or School Board of a possible breach of the Parent Code of Conduct. The School Board 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 Board 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 in accordance with the Department of Education Guidelines on a 4 yearly cycle.

This Policy works in conjunction with:

1. ESMPS Child Safety Policy
2. ESMPS Child Safety Code of Conduct
3. ESMPS Complaints Policy

Parent/s/Guardian Declaration

I/Wehave read and understand the conditions outlined in the Parent Code of Conduct as a condition of ongoing enrolment of my child/children at The Edmund Strzelecki Melbourne Polish School.

Signed:Mother/Guardian and/or Date: Signed:Father/Guardian and/or

Date:

Ratified by School Board February 2021 Due for review 2025