

Murrumbeena Primary School Policy

PARENT AND VISITOR CODE OF CONDUCT POLICY



BACKGROUND

At Murrumbeena Primary School, we aim to provide an open, welcoming, inclusive and safe environment for all to enhance the educational and social development of our students. Our values of Respect, Responsibility, Relationships and Resilience are outlined in the school strategic plan, which has been developed with the whole school community. These values underpin all interactions between members of the school community.

For the purpose of this policy, the term 'parent' includes parents and caregivers. The term 'visitor' includes people contracted by the school, pre-service teachers and work experience students.

Parents and visitors are required to adhere to the school code of conduct, observe the child safe policy and principles, and adhere to the expectations for appropriate behaviour towards, and in the company of, children.

PURPOSE

All members of the school community will:

- Conduct themselves in a respectful and courteous manner and in compliance with the law.
- Use courteous and acceptable written and spoken language in all communications including social media, emails, letters, phone conversations, texts and meetings. Profane, insulting, harassing, aggressive or otherwise offensive language will not be tolerated.
- Not use social media to mention the school, its staff or any members of the school community in a negative or defamatory way.
- Act in the best interests and welfare of students, their families and staff members. Malicious or judgmental gossip is not acceptable. Anything said about others should be fair and truthful.
- Act in a way that is respectful of the diversity in people, their ideas and opinions and refrain from actions and behaviour that constitute harassment, discrimination or vilification.
- Refrain from taking photos or video recordings of another student, parent or visitor without their consent.
- Respect the privacy of other parents' and visitors' personal information including, email addresses and phone numbers – do not send unsolicited emails or spam to school parents or visitors.

Parents and visitors will work in partnership with the school to enhance the learning outcomes, wellbeing and conduct of their child, including:

- Respecting that the priority of staff is the welfare and education of all children in the school.
- Refraining from interrupting or distracting a teacher while classroom activities or learning activities are underway.
- Being aware that the time available for staff to meet with parents and visitors is limited and must be scheduled at a time that does not disrupt the classroom. Parents and visitors should communicate the reason for the meeting and allow the teacher time to prepare, unless there is a genuine emergency that needs to be discussed.
- Raising any concerns about their child's learning, conduct or wellbeing privately with the class teacher, Principal or Assistant Principal – by appointment.
- Using discretion in the school community when speaking about concerns.
- Appreciating that school staff are unlikely to respond to messages or telephone calls immediately. The school aims to respond within 2 working days. Responses will not be made outside of working hours or during school holidays, except in an emergency.

As part of the school community, parents and visitors will:

- Respect and comply with reasonable requests and directions from the Principal and other members of staff.
- Support staff in maintaining a safe, secure and respectful learning environment for all students.
- Raise any behavioural, bullying or peer group issues with a member of the teaching staff and hand over the responsibility to deal with these issues to that teacher.
- Maintain absolute confidentiality of any private information they obtain from the school (information obtained at school can be discussed with classroom teachers or the Principal).
- Refrain from disciplining a child who is not their own. In all instances, behaviour of school children that is of concern to a parent or visitor must be raised with the classroom teacher, level coordinator, Assistant Principal or the Principal.
- Abide by all health and safety rules and procedures.

NOTE: If parents or carers have any feedback or concerns they wish to raise formally, please refer to the Compliments and Complaints Policy (located on school's website).

Related Policies

[Compliments and Complaints Policy](#)