



Parent Code of Conduct

Purpose:

At OGPS we have a fantastic body of parents (including carers and extended family) who are involved in all aspects of the school life and they provide critical support to the school, its teachers and student population.

The purpose of this policy is to state the expected conduct so that we can work together to ensure a safe and positive school environment for our children.

The Code highlights the importance of the partnership between school staff and community members for the benefit of the students at school and reflects the school's vision and values.

Guidelines:

This code of conduct covers all forms of communication whether written, spoken or through social media.

Parents/Caregivers, visitors and volunteers may need to approach the school in order to:

- Discuss the progress or welfare of your own child;
- Express concern about the actions of other students;
- Enquire about school policy and practice;
- Engage with in-school/excursion activities; assistance with reading/numeracy; following an invitation/enquiry for assistance from staff;
- Convey information about change of address, custody details, health issues;
- Express concern about actions of staff.

There may be occasions when concerns cause frustration and anxiety. At such times it is important to organise a time to talk with school staff in an unhurried and confidential atmosphere.

Please note:

No Parent/Carer is permitted to directly approach another person's child whilst they are in the care of our school, to discuss or chastise them because of their actions. Such an approach towards the child may constitute an infringement on the child's rights and could potentially have legal ramifications. Common sense applies if the child is in danger.

The school will deal with issues between students as part of the school's Student Engagement Policy.

- A parent or guardian should approach the class teacher in the first instance to seek their intervention to resolve a situation. If the situation remains unresolved, an approach should be made to a member of the Principal Team.
- Bullying involving either parents or children has no place within our community and as such will not be tolerated. Instances of bullying must quickly be brought to the attention of the classroom teacher and a member of the Principal Class in line with the relevant policy ([Bullying and Harassment Policy](#)).
- Parents and guardians must ensure that all members of the school community are treated with respect, fairness and dignity.
- There is an expectation that people working within the school as volunteers and parent helpers act in a professional and courteous manner at all times, maintaining confidentiality.
- Parents should make complaints through official school channels rather than posting them on social networking sites.
- We request that parents refrain from public criticism of children and school staff. Parents are expected to refrain from discussing the business of school or children attending school in any public forum, including social media sites. Parents should not post malicious or fictitious comments on social networking sites about any member of the school community.
- For privacy reasons, a number of OGPS parents do not allow their child's photo to be taken by others during school hours and at school approved activities. Therefore we ask that parents only post pictures of their own children on social networking sites, unless they have permission from the other student's parent/guardian.

Implementation:

- This policy will be communicated to the school community at the beginning of each school year and is available on the school website. Information about the policy will be shared at Parent Induction training;
- Parents and guardians are expected to deal with all grievances in a calm and rational manner;
- The OGPS community will comply with the Parent Code of Conduct in all interactions associated with the school to meet high standards of respect towards all staff and children at Orchard Grove Primary School.
- Any breach of this code and/or conflict on school grounds will be dealt with in accordance with existing school and Department of Education and Training (DET) procedures.

Links to relevant policies and documents:

[Complaints Procedure \(draft\)](#)

[Privacy Policy](#)

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/photoandfilm.aspx>

[Working with Children Act](#)

[Parent Helper Policy](#)

[Enrolment Policy](#)

[Student Engagement Policy.](#)

Victorian Institute of Teaching Code of Conduct

Ratified by School Council: May 2018

To be reviewed: 2020

Please sign the form below and return to the school. Thank you.

I have read and understand my responsibilities in relation to the **Parent Code of Conduct.**

I have read and understand my responsibilities in relation to the **Community Code of Conduct.**

Child's/children's name/s _____ Grade/s: _____

Parent/s name/s: _____

Parent Signature _____ Date: _____