



## *Regentville Public School*

### *Code of Conduct for Parents/Visitors*

Schools should be places where students, staff, parents and visitors to the school should feel safe and happy. Ensuring that our school remains a pleasant and safe place for all is the responsibility of all who enter the school grounds.

A code of conduct for parents and visitors ensures that everyone who visits the school site is able to do so in a safe and harmonious manner and to ensure that students, staff, parents and other visitors are not subjected to aggressive, hostile or violent behaviours.

Parents and visitors to the school are expected to:

- 1) Treat all persons associated with the school with respect and courtesy
- 2) Keep clear of all buildings and entrances
- 3) Ensure their child/children are punctual to class
- 4) Make appointments in advance of expecting to obtain an interview
- 5) Leave the grounds when requested
- 6) Allow staff to supervise, investigate and manage students without interference
- 7) Make complaints or to discuss issues and concerns about the school, staff or students through the correct procedures
- 8) Follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed.

Failure to abide by this Code of Conduct will lead to the provisions of the *Inclosed Lands Protection Act (1901) and its Amendments* being followed when any of the following occur:

- Actual physical assaults or threatened physical assaults on students, staff, parents or community members at the school or during the course of school activities;
- Behaviour in the presence of students, staff, parents or other visitors to the school that causes alarm or concern to the students, staff, parents or other visitors;
- Use of offensive language (i.e. swearing) in the presence of students, staff or other visitors to the school;
- Any interruptions to the learning environment of the school such as entering classrooms without permission.

Your co-operation is sought in maintaining a safe and happy school.

Mrs Gillian Blackmore  
Principal



## *Approaching Staff Members*

### *Early Stage 1*

From time to time parents or other members of the school community may need to approach the school in order to:

- 1) Discuss the progress or welfare of their child
- 2) Express concern about actions of other students
- 3) Enquire about school policy or practice
- 4) Express concern about actions of staff

It is therefore necessary to have procedures that are based on mutual respect, have a restorative focus and aim to solve problems as soon as possible so that a safe and harmonious school environment is maintained.

These guidelines aim to:

- 1) provide a guide in order that concerns are dealt with in a calm and fair manner.
- 2) ensure that the rights of students, teachers and parents are respected and upheld.
- 3) support sensitivity and confidentiality.
- 4) help reach an agreed solution

On occasion, concerns may cause frustration and anxiety. At such times it is always important to organise a time to talk with school staff in an unhurried and confidential atmosphere.

NB: No parent should directly approach another person's child. The school will deal with issues between students as part of the school's Discipline and Welfare policy.



CONCERN	APPROPRIATE ACTION
The academic progress of own child	<ul style="list-style-type: none"><li>• Directly contact the child's teacher either by note, by phone or in person to arrange a suitable time to discuss any issues.</li></ul>
The welfare of own child	<ul style="list-style-type: none"><li>• For minor issues directly contact your child's teacher to clarify information.</li><li>• For more serious concerns, contact office on 4733-1615. State nature of concern and arrange a suitable time to talk with class teacher or appropriate staff member.</li><li>• To convey information about change of address, telephone number, emergency contact, custody details, health issues etc please contact the office.</li></ul>
Actions of other students	<ul style="list-style-type: none"><li>• Contact the class teacher for a classroom problem.</li><li>• Contact the stage supervisor, Mrs Julie Garde or the Deputy Principals, Mr David Bamford &amp; Mrs Siobhan Haran for playground problems.</li></ul>
School policy or practice	<ul style="list-style-type: none"><li>• Contact office. State nature of concern and make an appointment to see the principal and/or appropriate member of staff.</li></ul>
Actions of a staff member	<ul style="list-style-type: none"><li>• Contact the office and state concerns to Mrs Blackmore.</li><li>• Arrange to meet directly with the principal and staff member concerned.</li></ul>

In very rare cases, where people wishing to express concerns, do so in an aggressive, threatening or violent manner, the principal (or nominee) has the legal authority under the 'Inclosed Lands Act' to:

- direct the person to immediately leave the grounds.
- call the police to remove the person should he/she refuse.
- withdraw future permission (by letter) for the person to enter the grounds without permission of the principal.
- Seek further legal avenues.