



At Newborough East Primary School we aim to provide an open, welcoming, inclusive and safe environment for all. We believe that parents are valuable contributors and participants in the life of our School.

This Parent Code of Conduct has been prepared in accordance with our School values outlined in the School Strategic Plan, which consist of Respect for Self, Others, Learning and the Community. This policy document is a guide to the way in which our community requires all parents, guardians, carers and family members to conduct themselves when visiting our school, participating in school activities and communicating with members of our school community (including students, school staff, other parents and visitors to our school).

RESPECT AND CONCERN FOR OTHERS AND THEIR RIGHTS

General Principles that always apply:

Communication

- Parents will use courteous, respectful written and spoken language in all communications with students, staff, other parents and members of the school community. No profane, insulting, harassing, aggressive or otherwise offensive language or gestures may be used.

Ethical Conduct

- Parents will act in the best interests of students, their families and staff members. They will not engage in malicious or judgemental communication.

Respect

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

Issues of conduct with the use of Social Media

- NEPS expects parents to behave in a civilised nature when using social media, “think before you post”, and will not tolerate the following behaviour online:
 - Sending abusive or threatening emails, text, voicemail or messages to anyone within the school community.
 - Posting defamatory, offensive or derogatory comments regarding the school or any of the students/parents/staff at the school on Facebook or other sites.

The DET has a Complaints Policy in place to assist parents with issues, concerns or grievances and parents can access this through the DET website:

<https://www.education.vic.gov.au/school/parents/complaints/Pages/default.aspx>

VISITING SCHOOL

- A parent may not interrupt or distract teaching staff while classroom instruction or learning activities are underway between the hours of 8.45am to 3.15pm.
- When visiting a classroom, a parent accepts the authority of the teacher and that they are in attendance on the teacher's terms.
- In order to support a peaceful and safe school environment the school cannot tolerate parents, carers and visitors exhibiting inappropriate language, threatening behaviour or damaging or destroying school property.
- Parents must obey all signs displayed on school premises (eg. No smoking, dogs on leads, no unauthorised entry or parking in the staff carpark etc).

CONSEQUENCE OF A BREACH OF PARENT CODE OF CONDUCT

- Any parent, member of school staff or student may notify the Principal or Assistant Principal of the 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:
 - provide a first and final warning that a breach of the Code of Conduct has occurred and that a further breach will not be tolerated;
 - 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;
 - issue a trespass warning to the parent, which, if the behaviour continues, may accelerate to a trespass notice that legally denies the parent permission to be on the school grounds.

This Parent Code of Conduct is an unsigned agreement between the parent, guardian, carer, visitor and Newborough East Primary School. It is important for parents, guardians and carers to make sure any persons collecting or bringing their children to school are aware of this policy.

Thank you for abiding by this code in our school. Together we create a positive environment not only for students but also all who work and visit our school.

This Policy was endorsed by school Council on 15th October 2018.

This Policy will be Reviewed in 2019.