



BUNDEENA 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 can 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. Ensure their child/children are punctual to class
3. Make appointments in advance of expecting to obtain an interview
4. Leave the grounds when requested
5. Allow staff to supervise, investigate and manage students without interference
6. Make complaints or discuss issues and concerns about the school, staff or students through the correct procedures
7. Follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed.

In all workplaces people have the right to feel respected. Unacceptable and offensive behaviour has no place in our school communities.

To ensure the wellbeing of students, staff and the community in our schools, steps will be taken to address unacceptable behaviour. This may include restricting contact with the school community or, in more serious cases, referral to NSW Police.

Unacceptable behaviour may include, but is not limited to:

- Aggressive or intimidating actions, such as violence, threatening gestures or physical proximity.
- Aggressive or intimidating language, including the use of obscenities, making sexist, racist or derogatory comments or using a rude tone.
- Treating members of the school community differently due to aspects such as their religion or disability.
- Inappropriate and time-wasting communication.

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

Sally Kelly
Principal

Communicating with our Schools

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

- Discuss the progress or wellbeing of their child
- Express concern about actions of other students
- Enquire about school policy or practice
- 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:

- ensure that concerns are dealt with in a calm and fair manner.
- ensure that the rights of students, teachers and parents are respected and upheld.
- support sensitivity and confidentiality.
- 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 Wellbeing Policy.

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