



Parents and Guardians Code of Conduct

St Peter Apostle Primary School

At St Peter Apostle Primary School we are committed to nurturing respectful relationships and active partnerships with you as parents. We believe that our students' learning journeys are enriched through positive and reciprocal home and school relationships. Parents act as one of the most influential role models in their child's life. We therefore seek parental support in promoting and upholding the core values of the school community and its culture of respectful relationships.

This Code of Conduct is intended to guide parents/guardians in their dealings with staff, other parents, students and the wider school community. It articulates the school's key expectations of both staff and parents with regard to respectful relationships and behaviours. It also specifies the school's position with regard to unacceptable behaviours that breach our culture of respect.

This Code of Conduct is to be read in conjunction with the school's:

- Student Discipline Policy
- St Peter Apostle Primary School Child Safety Policy
- Complaints Resolution Policy

Our Culture of Respectful Relationships:

Among students, staff and parents we strive to develop the following:

- a respect for the innate dignity and worth of every person
- an ability to understand the situation of others
- a cooperative attitude in working with others
- open, positive and honest communication
- the ability to work respectfully with other people
- trusting relationships
- responsible actions

At St Peter Apostle Primary School, we regard the care, safety and wellbeing of young people as our fundamental responsibility.

Like all school communities St. Peter's comprises of three main stakeholders: Parents, Teachers and Children. As a Catholic School community, all members of the community endeavour to respect the dignity of the human person. Specifically within the community of St Peter Apostle, we attempt to *'learn, relate and live in the light of the Catholic faith'* in our daily interactions with all stakeholders both within and beyond the school community.

The Parent and Guardian Code of Conduct Policy outlines the responsibilities of all members of the school community to live a life that reflects the values and beliefs as outlined in the Gospels. This policy attempts to reflect life of St. Peter, the disciple who earnestly strived to live a life that was faithful to Jesus' message. As followers of Jesus, we too are invited to live lives that reflect true Christian values. To clarify what this means the following "Codes of Conduct" have been formulated so that all stakeholders are aware of their rights and responsibilities.

1. Code of Conduct for Students
2. Code of Conduct for Teachers
3. Code of Conduct for Parents

Parents' and Guardians' Code of Conduct

St Peter Apostle Primary School Code of Conduct was developed to promote a community that replicates the school's motto – ***We Follow His Way*** – At the heart of the school's motto are gospel values of **respect** and **forgiveness**; when we follow his way we show respect and forgiveness for all: students, parents and staff.

Parents play an invaluable and formative role in the development of the child's sense of justice, equity and worth. *Parents also act as the most influential role model within their child's life.* For this reason it is the expectation of the school that all parents/guardians model acceptable behavior by upholding the core values of respect and forgiveness at all times within the school setting.

This Code of Conduct is intended to assist St Peter Apostle Primary School parents and guardians to identify and resolve issues that may arise at school. It is designed to guide parents and guardians in their dealings with other parents as well as the staff and administration of the school. The Code is written as a set of general principles that are in line with our school values and expectations.

This Code of Conduct outlines clearly the expectations that the school has of the parents and guardians within the community of St Peter Apostle Primary School. Parents and Guardians are asked to read and sign the following Code of Conduct and apply these guiding principles in all dealings and interactions with members of St Peter Apostle Primary School Community.

As my child's most important educator, I understand that I teach my child best *by my own example of reverence, responsibility, and respect.*

With respect to my child/ren and other children:

- I will not tolerate inappropriate language from my child in any situation, including home and school.
- I will not tolerate bullying, violent, or aggressive speech or behavior and therefore will set a good example through my own speech and behaviour.
- I will encourage my child/ren to follow my example by showing respect for all staff members and fellow pupils within the school community.
- I will hold high expectations for my child/ren's learning and therefore will encourage my child/ren to be responsible and accountable for their learning and behaviour at a level appropriate to their age.
- I will, under no circumstances, approach another child at the school to discuss or chastise them because of their actions.
- I will be mindful that there are many sides to stories that come home and so will keep an open mind, seeking to verify the facts before stating a concern.

With respect to my obligations to staff members, parents and other individuals:

- I will show respect for the school staff and any other adult in authority in front of my child at all times, regardless of what I may think of their actions.
- I will communicate in an honest, open and respectful manner, addressing issues and not personalities.
- I will also use respectful and courteous language when communicating via email, remembering to address issues and not personalities
- I will be honest in all discussions with the principal and staff concerning my child/ren's behaviour.
- I will speak respectfully to other adults in front of students, especially when there is any disagreement.
- I will speak to the teacher or adult in charge before I accept my child's version of an incident. I understand the good of all children comes before my child's needs or wants.
- I am aware that events have many sides, and will be prepared to listen to them and seek to verify facts before stating a concern.
- I will refrain from using any form of social media to share grievances I may have about the staff, students or the day to day running of the school
- I will respect the rights and the authority of all school staff members at St Peter Apostle Primary School.

Failure to Follow the Code of Conduct:

If parents/guardians are unable to follow codes of conduct the following sanctions will be put in place:

1. Verbal warning from the Principal reminding parents/guardians of their responsibility to follow the code of conduct
2. Written warning from the Principal reminding parents/guardians of their responsibility to follow the code of conduct
3. If parent/guardians repeatedly ignore verbal and written warnings from the Principal, these parents will be issued with a further written warning, stating they are prohibited from entering the school property for an extended period of time. The length of time will be dependent upon the nature of the misconduct by the parent.

I have read and understood the Code of Conduct for Parents and Guardians and agree to abide by the guidelines set out.

Name:	
Signature:	
Date:	

Name:	
Signature:	
Date:	

Please complete the following details:

Name of Child:	
Grade Level:	

Name of Child:	
Grade Level:	

Name of Child:	
Grade Level:	

Name of Child:	
Grade Level:	

Grievance Procedures for raising Concerns, Complaints, Criticism

Initiating Grievance Procedures:

If a parent/guardian has a complaint, criticism or concern, the following steps are to be followed:

1. Speak to the relevant staff member/s first and try to resolve the concern with mutual respect and clear communication. Relevant staff members may include your child's class teacher, members of the Wellbeing team or if appropriate, the School's Psychologist.
2. If dissatisfied with the outcome of the initial meeting with the relevant personnel, then make an appointment to see the Principal.
3. The Principal will negotiate a time to meet directly with parents to listen to the issues being raised. Once the Principal has a full appreciation of the nature of the issue then the Principal may arrange a further meeting between the two parties involved, in an attempt to mediate and find a resolution. Alternatively the Principal may attempt to resolve the issue without involving other school personnel.

Conduct during Grievance Procedures:

1. It is important to note that criticism regarding a staff member will only be heard if it is related to their professional conduct.
2. Raised voices, abusive language, threatening comments or physical intimidation will not be tolerated.

Failure to Follow the Code of Conduct during Grievance Procedures:

If parents/guardians are unable to follow codes of conduct during grievance procedures the following sanctions will put in place:

3. Immediate termination of the meeting if conduct during the meeting fails to meet the guidelines above.
4. A one-month ban from face to face meetings with the Principal and relevant staff members will be put in place. Further communication regarding any issues or grievances will be dealt with via email until the ban has been lifted. It is expected that ongoing emails between the two parties will reflect respectful and courteous language.
5. Ongoing occurrences of abusive and threatening behavior during grievance procedures will lead to long term bans from meetings with the Principal and relevant staff members. Emails will be the only form of communication for parents to raise concerns or issues.

I have read and understood the Code of Conduct for Parents and Guardians regarding Grievance Procedures and agree to abide by the guidelines set out.

Name:	
Signature:	
Date:	

Name:	
Signature:	
Date:	