

# GRAFTON PUBLIC SCHOOL

## Code of Conduct for Parents and Visitors

It is necessary to have procedures and protocols that will help solve problems or clarify issues as soon as possible to maintain a harmonious and safe school environment. The best results flow from working together therefore it is wise to organise a time to talk with staff up-front, as soon as possible in a suitable and agreed to environment.

### Parents and visitors are expected to:

- Treat all persons associated with the school with respect and courtesy
- Ensure their children are punctual to class
- Make appointments in advance of expecting to obtain an interview
- Allow staff to supervise, investigate and manage students without interference
- Never approach students in the school with a view to: making allegations; threaten students; or carry out their own investigations
- Discuss issues or concerns about the school, staff or students through the correct procedures (as outlined below)
- Follow school procedures governing entry and behaviour on school grounds (No smoking, consumption of alcohol, being intoxicated, or using offensive language in the presence of students, staff or visitors)

Occasionally parents or guardians may need to approach the school in order to:

- Discuss the progress, health or welfare of their own child(ren), or family issues
- Express concern about alleged actions of their own child(ren) or other students
- Enquire about school policy or practice
- Express concerns about the alleged actions of staff or volunteers.

CONCERN	APPROPRIATE ACTION
Concern re academic progress of own child	<ul style="list-style-type: none"> <li>• Directly contact the child's teacher by note, by phone or in person to arrange an appointment.</li> </ul>
Concern re the welfare of own child	<ul style="list-style-type: none"> <li>• For minor issues, directly contact your child's teacher. Teachers should not be <b>repeatedly</b> approached – contact the Principal in this case.</li> <li>• For more serious concerns, contact either the Principal or Deputy Principal and give an overview. We will arrange a time for a 3-way meeting (class teacher, parent, Principal) to discuss the issue.</li> <li>• To convey information about change of address, phone no., emergency contact, custody details, health issues etc, please contact office staff.</li> </ul>
Actions of other students	<ul style="list-style-type: none"> <li>• Contact the class teacher for a classroom problem.</li> <li>• Contact Principal or Dep. Prin. for playground or travel 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 or Deputy Principal.</li> <li>• P&amp;C meetings can also be a forum for consideration of policy.</li> </ul>
Actions of a staff member	<ul style="list-style-type: none"> <li>• For minor matters, contact the staff member directly.</li> <li>• For more serious matters, contact the Principal and state concerns. The Principal may then opt to speak with the staff member alone, or in a 3-way meeting to resolve the allegation.</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 to:

- Direct the person to **immediately leave** the school grounds
- Call the Police to remove the person should he/she refuse
- Withdraw permission (by letter) for the person to enter the grounds without Principal's permission
- Seek further legal avenues.

**Your cooperation is sought in maintaining an effective, safe and happy school.**

**Effective: June 2009** Will Randall (Principal); John Marshall (Teachers' Fed. Rep.); Shelly Gilbert (President, P&C)

**Reviewed:** February 2014; July 2015.