



St Michael's Collegiate

*Set for Life*

<b>Subject: Positive Community Relationships – Parents' Code</b>	<b>Policy No:</b> 72 – Version 1 <b>Effective:</b> June 2016 <b>Revised:</b> N/A <b>Review Date:</b> June 2018
<b>Covers: All Parents, Guardians and Carers</b>	

**Purpose:** To provide simple guidelines in order to promote a safe and caring environment for all members of the St Michael's Collegiate Community. The Positive Community Relationships – Parents' Code has been developed by the School and supported by the Collegiate Parents' Association in order to clearly articulate the importance we place on respectful relationships within our community which reflect our Guiding Principles and Values. The Parents' Code also recognises and respects the diversity of individuals in any learning community and emphasises the importance of parents' involvement in their daughter/s' educational experience.

**Scope:** This policy refers to all parents, guardians and carers of students who attend St Michael's Collegiate School or any School sanctioned activities. It aims to ensure that the rights and wellbeing of students, staff and parents are respected and upheld.

**Background:** All members of the community including parents, students, teachers, business services staff and volunteers have a right to feel safe and secure in our School Community. This Parents' Code sets out guidelines that promote positive relationships within the School Community which are aligned to our Christian values. These guidelines support appropriate behaviour to ensure that all interactions with students and adults is respectful and considerate. We hope it will assist in ensuring the safety and wellbeing of students, families and staff.

**Policy:** The School is committed to the belief that all learners have a right to participate in challenging and engaging learning opportunities that are conducted in a learning environment that is marked by collaboration and courteous interaction. Our Values drive the development, maintenance and growth of a respectful school culture. We hold high expectations of staff and student behaviour. Accordingly, we hold high expectations about the quality of interactions between all members of our School community, including parents working collectively to build a positive environment and a culture of respect based on responsibility, integrity and accountability.

In all interactions parents, guardians and carers are expected to uphold and act within the following guidelines:

- All communication should be conducted in a courteous and acceptable manner.
- Parent meetings with teachers to discuss concerns should be planned rather than expecting them to be held without prior arrangement or notice.
- All concerns should be raised using the correct procedures and personnel.
- No member of our community should approach another in a confrontational manner or act in a violent, aggressive or threatening manner.
- Feedback should be constructive rather than negative.
- When communicating concerns, it needs to be recognised that complex issues may take time to resolve and that staff may need appropriate time to investigate and manage particular issues.
- Interference with a staff member or volunteer doing their job is not acceptable.
- Public criticism of School activities or events, and of children and of staff of the School should be avoided.

- Actions or behaviours that could be inferred as harassment or discrimination, including the inappropriate use of social media are not considered appropriate.
- Approaching and reprimanding another student to discuss or chastise them because of actions towards their own child during any School sanctioned activity is not condoned.
- Behaviour that in any way causes concern or alarm to students, staff, parents or other visitors to the School is unacceptable.
- Interactions that treat others fairly and recognise and respect diversity is expected from all community members.
- Conflict should be resolved respectfully and in a restorative manner.

Failure to abide by this Positive Community Relationships – Parents’ Code may result in a restorative conversation and in extreme circumstances, in the interest of duty of care, a sanction by the Principal or her delegate of one or more of the following:

- The offending adult may be directed to leave the School grounds immediately.
- Contact may be made with appropriate authorities, such as the Police.
- The offending adult may be excluded from the School premises or events.
- The offending adult may be requested to meet with the Principal to discuss potential termination of enrolment of children at the School as a result of the behaviour.

The following are appropriate communication pathways for a timely and efficient way of dealing with concerns.

Issue	Communication Pathways
Concerns about your daughter’s Wellbeing	Contact your daughter’s Class Teacher / Pastoral Contact / Mentor in the first instance. If it is a sensitive issue contact the Head of School.
Concerns about your daughter’s Academic Progress	Contact the teacher of the subject concerned, if the concern is general contact her Pastoral Contact / Mentor / Class Teacher to arrange a meeting.
Concerns about the behaviour of other Students	Contact the Head of School or Deputy Principal.
Concerns about School Policies or Procedures	Contact the Head of School or Deputy Principal.
Concerns about a teacher’s actions	If it is about your daughter’s class contact the teacher concerned. If the issue is more sensitive contact the Head of School.
Concerns or issues between parents which do not relate to the students of St Michael’s Collegiate School	The School is not able to address issues that occur between parents that are unrelated to school matters.
Concerns about Sporting matters	Contact the Sports Administrator or Head of School.