



# Keilor Views Primary School

## Parent Code of Conduct

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### **Rationale**

This Keilor Views Primary School (KVPS) Parent Code of Conduct outlines the way in which our community requires all parents/carers and family members to conduct themselves when visiting our school, and communicating with students, staff and other parents in our school.

The KVPS Parent Code of Conduct Code applies to all adults including parents, guardians, carers, step-parents, grandparents, extended family while involved in activities or communication related to Keilor Views Primary School.

The School Policy & Advisory Guide, '**Visitors in Schools**' requires all visitors to the school during school hours to sign a visitors' register located at the school office, so that their presence in the school is recorded for Child Safety reasons and in the event of an emergency.

### **Other School Policies That May Be Relevant to Parent Conduct**

- KVPS Parent Complaints Policy
- KVPS Trespass Policy

### **When at school and within the proximity of the school**

Parents/Carers will:

- use courteous and acceptable language when communicating with their own children, other students, staff and other parents/carers and members of the school community
- value our diverse community and respect the rights, religious beliefs and practices of individuals and their families
- respect points of view that are different from their own
- firstly, speak directly to the teacher with any concerns regarding incidents in the school. The teacher will then refer the parent to appropriate staff if necessary
- be mindful of the teacher's time, when wanting to communicate with them. Make a time to meet that does not disrupt the class unless there is a genuine emergency
- listen respectfully, in the same manner required of students and staff when attending school assembly or informal/formal meetings
- provide appropriate parental supervision before the bell in the morning and in the afternoon (3.05pm onwards)
- remove their child from a situation that involves any form of violence and seek support from staff members
- model positive behaviours in front of all students at all times, whether on school grounds or within the proximity of the school
- comply to the road safety rules and parking signs when dropping off or picking up their children to and from school
- comply to the KVPS Attendance Policy (refer to KVPS website)
- ensure that your child complies to the KVPS School Uniform Policy (refer to KVPS website). Notify Student Engagement Coordinator regarding and school uniform issues
- respect all KVPS policies and procedures (refer to KVPS website)

### **Unacceptable Behaviour**

Parents/Carers will not:

- discipline a child who is not theirs or speak to a child who is not theirs about that child's behaviour. This is the role of teaching staff. Being approached by an adult they do not know, can be distressing for children. Common sense would prevail if safety was an issue.



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- use offensive language towards their own children, students, staff and other parents/carers and members of the school community when on school grounds or within the proximity of the school
- interrupt or distract a teacher while classroom instruction or learning activities are underway
- engage with staff, students or parents/carers in an aggressive manner regarding issues of a personal or school nature
- engage in inappropriate physical contact with students, staff or other parents/carers
- discriminate between or disrespect any member of our school community
- disrupt the good order of the school by any means including: in person, via persons representing them or social media

### **When making a complaint**

Parents have the right to raise issues and concerns related to the education/welfare of their child or other school matters.

There are a number of ways you can raise any concerns you have about your child. You can:

- write a note to your child's teacher outlining your concerns
- make an appointment to speak on the phone or in person with the class teacher or year level coordinator; ensuring that you inform the school about the issue you wish to discuss
- consider speaking with the school's student welfare coordinator if you feel that is appropriate
- arrange any meeting times or phone calls through the school office (this is more convenient for both you and your child's teacher and does not interrupt teachers during the time they need to be with their students)

Remember that the class teacher / year level coordinator, together with others who may be involved, should be given a reasonable amount of time to take the steps required to resolve or address your concerns.

### **Consequences of a Breach of KVPS Parent Code of Conduct**

Any parent, member of school staff or student may notify the Principal of a possible breach of the KVPS Parent Code of Conduct. The Principal will investigate the complaint and if satisfied that a breach has occurred will:

- 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
- issue a trespass warning to the parent if the behaviour was one of an aggressive manner. If the behaviour continues, may accelerate to a trespass notice prohibiting the parent from coming on school grounds for a designated period of time, determined by the Principal or their representative in line with DET guidelines

### **Regular review**

This document will be reviewed every two years and following significant incidents if they occur. We will ensure that families have the opportunity to contribute. Where possible we do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.

This policy was ratified by School Council on 22 September 2017