	<b>Policy Name:</b> Community Code of Conduct	<b>First approved:</b> 03-2012
		<b>Last approved:</b> 03-2016
	<b>Responsible:</b> School Council	<b>Review date:</b> 04-2020



## 1. **Rationale:**


- 1.1 Lyndhurst Primary School recognises the importance of the partnership between schools and parents to support student learning, engagement and wellbeing. We share a commitment to, and a responsibility for, ensuring inclusive, safe and orderly environments for children and young people.
- 1.2 We value and encourage the active support and participation of the local community in the provision of high quality education for our children. We recognise the importance of strong social and community networks, the contribution the school makes to these and the value of developing our children as social citizens.
- 1.3 All the members of our community have a right to expect to be treated with consideration, politeness, honesty and respect and to live in a welcoming and caring environment.
- 1.4 Discrimination, sexual and other forms of harassment, bullying, violence, aggression and threatening behaviour are unacceptable and will not be tolerated in this school.
- 1.5 Our Code of Conduct acknowledges that parents and school staff are strongly motivated to do their best for every child. Everyone has the right to differing opinions and views and to raise concerns, as long as we do this respectfully and as a community working together.

## 2. **Aims:**

- 2.1 This Code of Conduct sets out our behavioural expectations of all members in this school community including the principal, school staff, parents, students and visitors. It respects the diversity of individuals in our school community and addresses the shared responsibilities of all members in building safe and respectful school communities.

## 3. **Implementation:**

- 3.1 We recognise that Lyndhurst Primary School communicates and interacts with the community in a range of ways including:
  - School Council, PFA and other formal arrangements
  - Parent teacher interviews and contacts

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- School information booklets, newsletters and notices
- School information nights, displays, sporting and cultural events
- Transition processes
- Children’s achievement reports
- Excursions, incursions, events, fundraising and camps
- Media and press
- Use of local facilities
- Online activities, eg. social networking, Sentral Parent Portal and website
- Participation in School Council and PFA and their activities
- Participation in educational activities
- Excursions, incursions and camps
- Classroom activities
- Health and welfare services
- Guest speakers and special visitors eg police, fire brigade, civic and sporting leaders,
- Visiting teachers, guidance and welfare officers, integration and disability services
- Shared use of facilities
- Provision of goods and services
- Local government services, programs and settings
- Sporting competitions and clubs

3.2 In order to support our social and community relationships, the Lyndhurst Primary School Principal and leaders undertake to:


- Work collaboratively to create a school environment where respectful and safe conduct is expected of everyone.
- Behave in a manner consistent with the standards of our profession and meet core responsibilities to provide inclusive, safe and orderly environments.
- Plan, implement and monitor arrangements to ensure the care, safety, security and general wellbeing of all students in attendance at the school is protected.
- Identify and support students who are or may be at risk.
- Do our best to ensure every child achieves their personal and learning potential.
- Work with parents to understand their child’s needs and, where necessary, adapt the learning environment accordingly.
- Respond appropriately when inclusive, safe or orderly behaviour is not demonstrated and implement appropriate interventions and sanctions when required.
- Make known to parents the school’s communication and complaints procedures.
- Ask any person who is acting in an offensive or disorderly way to leave the school grounds.
- Value and recognise the contributions of the community
- Respect the values of the community
- Actively communicate with the community on a regular basis
- Monitor and evaluate our relationship and communication with the community.

3.3 In order to support our social and community relationships, all Lyndhurst Primary School staff undertake to:

- Model positive behaviour to students consistent with the standards of our profession.
- Proactively engage with parents about student outcomes.
- Work with parents to understand the needs of each student and, where necessary, adapt the learning environment accordingly.

	<b>Policy Name:</b>	Community Code of Conduct	<b>First approved:</b>	03-2012
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- Work collaboratively with parents to improve learning and wellbeing outcomes for students with additional needs.
  - Communicate with the principal and school leaders in the event we anticipate or face any tension or challenging behaviours from parents.
  - Treat all members of the school community with respect.
- 3.4 In order to support our social and community relationships, all Lyndhurst Primary School community members are expected to:
- Model positive behaviour to your child and promote a healthy attitude towards school and learning.
  - Ensure your child attends school on time, every day the school is open for instruction.
  - Take an interest in our child’s school and learning.
  - Work with the school to achieve the best outcomes for your child.
  - Communicate constructively with the school and use expected processes and protocols when raising concerns.
  - Support school staff to maintain a safe learning environment for all students.
  - Follow the school’s complaints processes if there are complaints.
  - Treat all school leaders, staff, students, and other members of the school community with respect.
  - contribute to and support the school’s policies, programs and behavioural expectations
  - respect confidentiality and individual differences, backgrounds and abilities
  - arrange appropriate times to discuss issues of importance with staff
  - support and participate in committees, school events, fundraising and social activities
- 3.5 Lyndhurst Primary School students are expected to:
- Model positive behaviour to other students.
  - Comply with and model school values.
  - Behave in a safe and responsible manner.
  - Respect ourselves, other members of the school community and the school environment.
  - Actively participate in school.
  - Not disrupt the learning of others and make the most of our educational opportunities
- 3.6 Behaviours that are considered inappropriate on and adjacent to school grounds or in relation to school business and that do not uphold the values of this Code of Conduct include when a person:
- is rude, aggressive or harasses others
  - sends rude, confronting or threatening letters, emails or text messages
  - is manipulative or threatening
  - speaks in an aggressive tone, either in person or over the telephone
  - makes sexist, racist or derogatory comments
  - inappropriately uses social media as a forum to raise concerns/make complaints against the school
  - is physically intimidating, e.g. standing very close.
- 3.7 Consequences for failing to uphold the values of this code of conduct. The Principal is responsible for determining what constitutes reasonable and unreasonable behaviour.

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- Unreasonable behaviour and/or failure to uphold the values of this Code of Conduct may lead to further investigation and the implementation of appropriate consequences. This may include:
  - utilising mediation and counselling services
  - alternative communication strategies being applied
  - formal notice preventing entry onto school premises or attendance at school activities. Written notice will follow any verbal notice given.
  - an intervention order being sought
  - informing the police which may result in a charge of trespass or assault

3.8 By agreeing to meet specified standards of positive behaviour, everyone in our school community can be assured that they will be treated with fairness and respect. In turn, this will help to create a school that is safe and orderly, where everyone is empowered to participate and learn.

#### **4. Evaluation:**

4.1 This policy will be reviewed as part of the school's three-year review cycle.

**References:**

Schools Communications Toolkit

<http://www.education.vic.gov.au/management/schooloperations/commstoolkit.htm>

Policy and Guides Addressing parents concerns

[http://www.eduweb.vic.gov.au/edulibrary/public/commrel/contacts/POLICY\\_AND\\_GUIDES\\_Addressng\\_parents\\_concerns.pdf](http://www.eduweb.vic.gov.au/edulibrary/public/commrel/contacts/POLICY_AND_GUIDES_Addressng_parents_concerns.pdf)

Creating respectful and safe communities

<http://www.education.vic.gov.au/school/principals/participation/Pages/conduct.aspx>