



# Cecil Hills Public School

Leopold Place

CECIL HILLS NSW 2171

TEL: 9822 0504 FAX: 9822 0873

Email: cecilhills-p.school@det.nsw.edu.au

## Approaching the School and Code of Conduct

From time to time parents or other members of the school community may need to approach the school in order to:

- Discuss the progress or welfare of own child
- Express concern about actions of other students
- Enquire about school policy or practice
- Express concern about actions of staff

It is therefore necessary to have procedures that will help solve problems as soon as possible so that a safe and harmonious school environment is maintained. The best results usually flow from working together.

These guidelines aim to:

- provide a guide in order that concerns are dealt with in an open and fair manner.
- ensure that the rights of students, teachers and parents are respected and upheld.
- support sensitivity and confidentiality.
- help reach an agreed solution

On occasion, concerns may cause frustration and anxiety. At such times it is always important to organise a time to talk with school staff in an unhurried and confidential atmosphere.

NB: No parent should directly approach another person's child or another parent. The school will deal with issues between students as part of the school's Student Welfare policy.

<b>CONCERN</b>	<b>APPROPRIATE ACTION</b>
The academic progress of own child	<ul style="list-style-type: none"> <li>• Directly contact the child's teacher either by note, by phone or in person to arrange a suitable time to discuss any issues.</li> </ul>
The welfare of own child	<ul style="list-style-type: none"> <li>• For minor issues directly contact your child's teacher to clarify information.</li> <li>• For more serious concerns, contact office. State nature of concern and arrange a suitable time to talk with class teacher or appropriate staff member.</li> <li>• To convey information about change of address, telephone number, emergency contact, custody details, health issues etc. Please contact the office.</li> </ul>
Actions of other students	<ul style="list-style-type: none"> <li>• Contact the class teacher for a classroom/playground problem.</li> <li>• Contact the Assistant Principal for the stage for ongoing playground problems.</li> <li>• If severe, contact the Deputy Principal or Principal.</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 and/or appropriate member of staff.</li> </ul>
Actions of a staff member	<ul style="list-style-type: none"> <li>• Contact the office and state concerns to the Principal.</li> <li>• Arrange to meet directly with the Principal and/or staff member concerned.</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 under the 'Inclosed Lands Act' to:

- direct the person to immediately leave the grounds.
- call the police to remove the person should he/she refuse.
- withdraw future permission (by letter) for the person to enter the grounds without permission of the principal.
- Seek further legal avenues.

## **Code of Conduct for Parents / Visitors**

A code of conduct for parents and visitors ensures that everyone who visits the school site is able to do so in a safe and harmonious manner and to ensure that students, staff, parents and other visitors are not subjected to inappropriate behaviours.

Parents and visitors are expected to:

- Treat all persons associated with the school with respect and courtesy
- Ensure their child/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
- Discuss issues or concerns about the school, staff or students through the correct procedures
- Follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed.

Any person contravening this Code of Conduct is advised that the provisions of the *Inclosed Lands Protection Act (1901) and its Amendments* may be followed if any of the following occur:

- Actual physical assaults or threatened physical assaults on students, staff, parents or community members at the school or during the course of school activities;
- Behaviour in the presence of students, staff, parents or other visitors to the school that causes alarm or concern to the students, staff, parents or other visitors;
- Use of offensive language (i.e. swearing) or aggressive language (threatening tone or statements) in the presence of students, staff or other visitors to the school;
- Any interruption to the learning environment of the school such as entering classrooms without permission.

Your co-operation is sought in maintaining a safe and happy school and thank you for your anticipated co-operation.