



St Ives Park Public School

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Community Code of Conduct

The St Ives Park school community values a safe and harmonious school environment for our students. It is important therefore for all community members including staff, parents and visitors model behaviour that is consistent with our school expectations of Respect, Responsibility and Personal Best.

Approaching the School

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 your own child.
- Express concern about actions of other students.
- Enquire about school policy or practice.
- Enquire 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 and parents are respected and upheld.
- Support sensitivity and confidentiality.
- Help reach an agreed solution.

CONCERN	APPROPRIATE ACTION
The academic progress of your own child	Directly contact the child's teacher either by note, phone or email at an appropriate time to discuss any issues. Requests can be sent via the school's email account: Stivespark-p.school@det.nsw.edu.au
The welfare of your own child	For minor issues directly contact your child's teacher to clarify information. For more serious concerns, please contact office. State nature of concern and arrange a suitable time to talk with class teacher or appropriate staff member. To convey information about change of address, telephone number, emergency contact, custody details, health issues etc. Please contact the office.

Actions of other students	Contact the class teacher for a classroom problem. Contact the assistant principal or principal for playground problems.
School policy or practice	Contact office. State nature of concern and make an appointment to see the principal and/or appropriate member of staff.
Actions of a staff member	Contact the teacher directly for an appointment.

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.

Please Note. No parent/carer is permitted to directly approach another person's child.

The school will deal with issues between students as part of the school's Discipline and Welfare policy.

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.

Visitor, Volunteer Helpers & Class Parents

At St Ives Park Public School we welcome and value the involvement of community volunteers to assist in classrooms, the canteen, on excursions and around the school. **Parents and other volunteers assisting with activities do so on the understanding that:**

- They must have completed and lodged with the school either; 'A **Working with Children Declaration**' or 'A **Prohibited Employment Declaration**' prior to commencement.
- They should sign themselves in and out of the volunteers' registration book upon arrival and when leaving on each occasion.
- Teachers are responsible for the programs operating within the classroom and/or school.
- Teachers are in charge and have ultimate responsibility for the safety, welfare and care of the students.
- They should cooperate with teachers in charge to ensure safety and welfare of students.
- Their conduct and manners should at all times be acceptable and an appropriate model for students.

Confidentiality is of prime concern. Parents and volunteers are not to discuss any information they obtain at school with anybody, other than the classroom teacher or the Principal.

As schools are mandatory reporters with Community Services (formally DOCS), any disclosures by students made to parents and volunteers must be reported to the Principal or nominee.