

CODE OF CONDUCT FOR STAFF, STUDENTS AND PARENTS

Staff expectations

- Support our Vision and Mission Statement.
- Be an outstanding ambassador of the school at all times.
- Read, adhere to and uphold the principles, policies and procedures outlined in the staff handbook.
- Respect and accommodate language barriers and show respect for cultural diversity in all communication.
- Demonstrate high standards of professional behaviour. Any forms of bullying, harassment, physical assault or unfair discrimination, including unfair gender discrimination, will not be tolerated.
- Communicate with all stakeholders in a professional and respectful manner.
- Respect our campuses as non-smoking areas. (This includes vaping and other sources of nicotine.)
- Regularly communicate to parents positive student progress and behaviour as well as areas in need of improvement.
- Actively maintain an understanding and vigilance of children's physical, social and emotional wellbeing. Be aware of symptoms and behaviours associated with child abuse and neglect.
- Report all concerns about children's physical, social and emotional wellbeing to the Executive Director, the DSL or an appropriate person as described in the safeguarding policy.
- Use respectful and positive behaviour management strategies and focus on methods that successfully motivate all students, including appropriate praise and positive feedback.
- Maintain well-disciplined classes in which high quality learning can take place.
- Uphold and enforce our student expectations both inside and outside of the classroom.
- Model appropriate behaviour and language.
- Display caring, professional and respectful attitudes towards students and be sensitive to the needs of individual students.
- Set and maintain clear expectations and consequences in line with this policy document.
- Support the academic, social and emotional growth of the students.

Student expectations

- Support our Vision and Mission Statement.
- Respect their rights and the rights of others to be free from any abuse, whether physical, emotional, or otherwise.
- Be courteous, respectful and polite at all times. Any forms of harassment, physical assault or unfair discrimination, including unfair gender discrimination, will not be tolerated.
- Show a respectful attitude to others and promote a positive and productive learning atmosphere. Refrain from behaviour that disrupts the learning of others.
- Know and adhere to this code of conduct and the safeguarding policy.
- Treat all school equipment, as well as their own property and the property of others, with care and respect. Vandalism of any kind will not be tolerated and costs resulting from vandalism will be covered by those involved.
- The accessing, uploading, storing, saving and sending of pornographic or racist material or material glorifying violence is not permitted. Should there be a suspicion that devices, documents or other objects contain forbidden material defined in any of the above statements, these items will be temporarily confiscated and examined. In such circumstances the school has the right to search private or school owned belongings used by students (e.g. bags, lockers, etc.).
- Always encourage and assist others to achieve their best.
- Follow the directions of all staff members.
- Maintain regular attendance and a high level of effort when registered for an extracurricular activity or sport.
- Be open-minded to new ideas and to the needs of others.
- Actively and peacefully try to resolve conflicts themselves and seek staff assistance when necessary.
- Refrain from chewing gum in school.
- Refrain from the use of inappropriate language.
- Dress respectfully and appropriately.
- Arrive punctually for the start of classes and attend all classes every day.

Parent expectations

Parents are expected to:

- Support our Vision and Mission Statement.
- Read and adhere to the safeguarding policies.
- Read and support this Code of Conduct.
- Work with the school in a manner that values positive home-school partnerships.

- Drop children off for school before 8:15.
- Communicate with staff in a respectful, courteous and non-threatening manner at all times.
- Communicate with the school regarding any unavoidable absence of their child as soon as possible.
- Collect children promptly after school if collecting by private transport or have alternative transport organised at the correct time if their child is attending an after school activity.
- Observe the car park rules.
- Be vigilant regarding children's physical, social and emotional wellbeing and act in the best interests of the child.
- Respect term/semester dates and school holidays, and avoid unnecessary absence from school. Communication from parents to request approval for absence is expected in advance if any class is to be missed.
- Support all of our expectations of students.
- Contact their child's teacher during reasonable hours in a respectful manner if classroom or other school related issues arise. Request the assistance of the Executive Director if an issue cannot be addressed to the parent's satisfaction by a class teacher.
- Update contact information and supply the school with an emergency phone number.
- Attend parent-teacher conferences, and endeavour to attend school information evenings and relevant workshops.
- Keep themselves updated by checking the school calendar and reading school communications.
- Where possible attend events where they can celebrate the successes of their children.
- Respect our campuses as non-smoking areas. (This includes vaping and other sources of nicotine.)
- Where possible support Parent-Teacher Association through attendance and involvement.

Concerns and appeals process

- Concerns regarding school policy as agreed by the Board of Directors should be made in writing to the Executive Director.
- Appeals against decisions made by the school and its staff should follow lines of management that currently exist within the school – culminating with the Executive Director who holds final sway in all matters relating to the daily operations of the school, including student life.
- Appeals against decisions made by the Executive Director should be made in writing to the Chair who shall follow the process outlined in the staff handbook.