



MOOREBANK HIGH SCHOOL

A Selective and Comprehensive School

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COMMUNICATION AND BEHAVIOUR CODE FOR PARENTS, CARERS AND VISITORS

1. BACKGROUND

All students, parents, teachers and staff at Moorebank High School have the right to be safe and feel safe in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety or wellbeing of others.

This *Communication and Behaviour Code for Parents, Carers and Visitors* provides members of Moorebank High School's school community with guidelines for the effective development of positive relationships within the school and assists in promoting the values that are in keeping with the DEC values of; fairness, respect, integrity and responsibility. It also supports adult role modelling of student behaviour expectations at Moorebank High School. Student behaviour expectations are encapsulated in the concept of 'BRAVE':

Be generous
Respectful and responsible
Act safely
Value learning and
Excellence

2. PURPOSE

Moorebank High School's *Communication and Behaviour Code for Parents, Carers and Visitors* sets clear standards of communication and behaviour which are expected of members of the school community within the school environment or when attending any Moorebank High School related function or activity at any other location. It also specifies the consequences for any member of the school community who does not cooperate with these standards of behaviour.

3. HOW THIS WORKS

For the purposes of this policy, 'school community' includes the Principal, staff, coaches, employees, students, parents, guardians, step-parents, relatives, friends, supporters, carers and invitees of the school.

Students, with the endorsement of the parents or carers, agree to be bound by the Moorebank High School's *Code of Conduct* when parents/carers sign the *Enrolment Agreement* with the School. Although step-parents, relatives, friends, supporters and carers of the students at the school are not a party to that Enrolment Agreement, this *Communication and Behaviour Code for Parents, Carers and Visitors* is a guide, for them as well, about expected standards of behaviour.

4. GUIDING PRINCIPLES

Parents, carers and visitors are expected to:

- Work in partnership with the school to enhance the learning outcomes and support the wellbeing and conduct of their child.
- Ensure school is kept updated of contact details, court orders or AVOs.
- Contribute positively to behaviour, academic and other personalised support plans that relate to their child.
- Treat all persons associated with the school with respect and courtesy.
- Make a prior appointment with a staff member to discuss concerns in detail.
- Inform school staff if a scheduled appointment needs to be changed.
- Allow staff to supervise, investigate and manage students without interference.
- Use polite language in the presence of students, staff or other visitors.
- Discuss issues or concerns about the school, staff or students by talking directly with the appropriate staff member at an appropriate time.
- Act appropriately on Department premises and ensure that personal behaviour does not contribute to inappropriate conduct of others.
- Respect diversity in people, their ideas and opinions, and treat others fairly regardless of their race, ancestry, place of origin, colour, ethnicity, citizenship, religion, gender, sexual orientation, age or disability.
- Respect the legal and moral rights of others and treat them with dignity, civility and respect at all times, and especially when there is a disagreement.
- Be aware that threatening behaviour and harassment of staff or students is unacceptable.
- Respect and cooperate with reasonable requests or directions of the principal or other members of staff.
- Follow school procedures governing entry and behaviour on school grounds, ensuring immediate reporting to the Front Office upon arrival to make or participate in an appointment, as opposed to moving to other areas of the school to locate a student or staff member.
- Only enter a classroom upon invitation from the teacher.

5. SOCIAL MEDIA CODE

The school advocates for the appropriate use of social media for community and has an expectation that:

- Social media (or other public forums) should not be used to criticise or denigrate others in the school community or the school. Concerns should be raised through the appropriate channels. This ensures that the school leadership is aware of the issue and that parents are not acting on misinformation about who decided or the reason behind it. The school reserves the right to request any material publicly posted about students, staff, parents or the school that is inaccurate, confrontational, critical, offensive or disrespectful to be taken down.

6. PARENT AND CARER CONCERNS – including grievances.

There are times when parents or carers may need to approach the school in order to:

- Discuss the progress, health or welfare of their child/ren, or family issues;
- Express concern about alleged actions of their child/ren or other students;
- Enquire about school policy or practice;
- Express concerns about the alleged action of staff.

During these times the issue should be addressed with the most appropriate personnel. Parents and caregivers are expected to make an appointment time to discuss the matter that is convenient to both them and the staff member.

Concern	Appropriate Action
Concern regarding academic progress of your child	<ul style="list-style-type: none"> Directly contact the child's teacher by phone to arrange an appointment. For concerns across a range of subjects contact the Year Adviser.
Concern regarding the welfare of your child	<ul style="list-style-type: none"> For minor issues contact your child's Year Adviser For more serious concerns, contact with the Head Teacher Welfare, Counsellor or Deputy Principal and give an overview. To convey information in regard to change of address / phone / emergency contact / custody details / health updates etc. please contact Front Office staff.
Actions of other students	<ul style="list-style-type: none"> Contact the class teacher or Head Teacher of the subject for a class problem. Contact the Deputy Principal for playground or travel problems.
School policy or practice	<ul style="list-style-type: none"> Contact Front Office, state the nature of the concern and make an appointment to see the Deputy Principal or Principal.
Actions of a staff member	<ul style="list-style-type: none"> For minor matters contact the staff member or their Head Teacher directly to clarify concerns. For more serious matters, contact the Deputy Principal or Principal and state concerns.

7. BREACHES OF THIS COMMUNICATION AND BEHAVIOUR CODE

The consequences to a member of the school community for not cooperating with Moorebank High School's *Communication and Behaviour Code for Parents, Carers and Visitors* will be determined by the Principal (or nominee) and may include one or more of the following:

- The School may terminate any conversation or meeting;
- The School may direct the person to immediately leave the school grounds;
- The School may lawfully ban any member of the school community (by letter) from being on the school grounds in general by issuing an Inclosed Lands Act;
- The School may direct that any parent may only communicate with members of staff through a nominated school representative;
- The School may ban any member of the School Community from attending any extra-curricular activity, sport or other school-related event;
- The School may take such other steps in its reasonable discretion to determine appropriate consequences according to the nature of the breach, Departmental policies and the law.

8. POLICY TYPE

This policy applies to all members of Moorebank High School's community and aligns with the Department of Education's [School Community Charter \(nsw.gov.au\)](https://www.nsw.gov.au/school-community-charter)

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