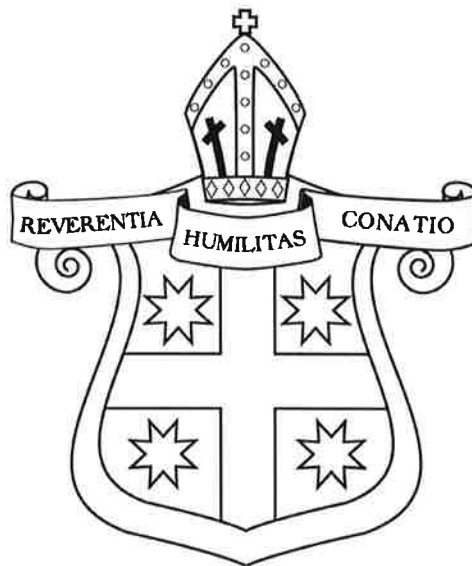


# **MACQUARIE**

**ANGLICAN GRAMMAR SCHOOL**



## **COMMUNITY CODE OF CONDUCT FOR ADULTS**

**JUNE, 2010**

## SUMMARY

**POLICY DESCRIPTOR:** Community Code of Conduct for Adults

**CODE OBJECTIVES:** the Community Code of Conduct may assist School community members by:

- Reinforcing the behavioural, ethical, moral and work standards that the School expects of its adult community members, including staff, parents, guardians and volunteers.
- Affirming appropriate behaviour, work, moral and ethical standards for all School community members.
- Providing guidelines for parents, guardians and volunteers regarding expectations of the School.
- Providing parameters for staff, parent, guardian and volunteer interactions with other members of the School community.
- Reinforcing expectations of mutual support between the staff, students, parents, guardians and volunteers of the School.

**CODE DEFINITION:**

The expectations articulated in this Code are based on the principles of Respect, Justice, Grace, and Compassion and Professionalism.

The principles below underpin these commitments, which are central to Macquarie Anglican Grammar School:

- Commitment to relationships based on mutual respect, responsibility and dignity
- Commitment to the care and nurture of community members.
- Commitment to professionalism and Christian ideals.
- Commitment to high behavioural, moral, ethical and work standards.

## **AIMS FOR BUILDING OUR SCHOOL COMMUNITY**

Our School is a vibrant, dynamic and organic organisation. It is not made up of “bricks and mortar”, but rather it is made up of people; who are unique and each have something special to contribute to the rest of the School community. However, our individual uniqueness brings with it differing ideals, opinions, values and behaviours. Because of this there is also the possibility of conflict and division within the School community.

With this in mind, our aim is to build, maintain and protect a supportive and mutually respectful School community, where all community members are able to celebrate our common aspirations and to enjoy being together. Because of our mutual respect and common aspirations we will respect differences and seek to work through conflict in a manner that is honest; yet tactful, considerate and sensitive to the needs of others within the community.

Ultimately, schools exist for their students, and our aim is to provide a safe, supportive and mutually respectful environment where students are positively influenced by other School community members (including staff, parents, guardians, volunteers and other students) so they become mature, reflective, confident young men and women of outstanding character; ready to leave the School and make a positive difference in the world.

## **PURPOSE OF THIS CODE**

With the above aims in mind, this Code seeks to encourage a respectful, welcoming and safe environment for all; as valued members of the “Macquarie Community”.

The Code sets out the general principles, expectations and ideals we ask all adults associated with our School to follow so that all interactions between School Community members are mutually respectful and considerate. We therefore hope that the Code will ensure the safety and well-being of all School Community members; and especially the students.

This code applies within the School buildings and grounds, during public transport to and from the School, and at all School functions, sporting events and/or excursions. Even at other times it is expected that School community members will be mindful of the rights of others and of their role as ambassadors for themselves, their family and their School.

## **PRINCIPLES UPON WHICH THE COMMUNITY CODE OF CONDUCT FOR ADULTS IS ESTABLISHED**

The Community Code of Conduct for Adults is framed within the spirit and intentions of the School’s aims and objectives, and mission and vision statements; reflecting closely the goals of the School’s Strategic Vision.

- All School community members (parents, students and staff) should be valued and treated with respect and courtesy.
- All School community members have a right to expect that the environment of the School (or of any School activity) will be one in which they can feel safe and secure.
- Students have the right to learn, staff have the right to teach, and parents have the right to communicate their concerns and engage with other School community members in an atmosphere of mutual respect, order and cooperation.
- Students and parents have the right to expect that the Principal and staff will fairly, reasonably and consistently implement the Community Code of Conduct.
- The Community Code of Conduct for Adults will be available for all members of the School Community to access. If necessary, it will be reviewed and amended to account for the changing needs of the School.
- Staff, students and parents all have an obligation to support the Community Code of Conduct for Adults, the Student Code of Conduct and the Staff Code of Conduct.

## **THE COMMUNITY CODE OF CONDUCT FOR ADULTS**

Parents are vital partners in the education process. Therefore, the School seeks to develop and maintain a dynamic and beneficial relationship with parents and guardians so that there is a true “partnership” in the education process. That partnership requires parents and guardians to take an active and positive interest in their child’s schooling and in their spiritual and moral development. We therefore offer the following to assist, support and reinforce this partnership;

### **1. PARENTS SHOULD ENSURE THAT STUDENTS ARE MEETING THE SCHOOL’S REQUIREMENTS**

The partnership between the School and parents/guardians will require that parents seek to ensure that the students are meeting the School’s requirements with respect to;

- Attendance
- Participation
- Presentation (including the wearing of correct School uniform)
- Homework
- Behaviour

We encourage all parents and guardians to speak regularly with their children about their academic progress and to discuss any concerns or questions with the child’s teacher(s).

### **3. STAFF, PARENT, GUARDIAN AND VOLUNTEER BEHAVIOUR**

- Courtesy between all adults (staff, parent, guardians and volunteers) is expected at all times.

- All School Community members should speak with others in a manner that is encouraging, respectful and supportive. Language that is offensive, aggressive, profane, insulting or hurtful must be avoided at all times; and especially in the presence of students.
- Parents should encourage and model sportsmanship and behaviour at sporting and other School events.
- Parents should discourage bullying and anti-social and violent behaviour in students and are asked to communicate their concerns in these matters directly to the appropriate School staff. Discipline of students is the responsibility of the School's staff and parents should not contact other parents directly to discuss these matters.
- Parents are encouraged to be positive ambassadors for the School.
- Staff, students and parents should not approach another member of the School Community in a confrontational or aggressive manner.
- Smoking is not permitted on the School's campus or at a School event involving children. Alcohol must not be consumed at any School event in the presence of the School's students.
- Parents should refrain from public criticism of other School community members, including staff, students and other parents.
- Parents and volunteers must complete the necessary Child Protection Check paperwork before engaging in activities which involve the School's students.

#### **4. COMMUNICATION**

Effective communication between the School and parents, guardians and volunteers will be a hallmark that our School is developing a strong and supportive School Community.

- Parents and guardians are encouraged to engage in active dialogue with teaching and administrative staff regarding their child's education.
- Parents and guardians are encouraged to use the designated means of communication (diary, letters, email, telephone and face – to – face interviews) as means of communication with teachers and other School staff.
- Grievances should be brought to the relevant Head of School in the first instance (Head of Junior School – Mr. Greg Blackman and Head of Senior School – Ms. Suzanne Foran).
- Formal Parent-teacher interview times are organised twice per year but additional meetings will be arranged on a needs basis if required. Parents are

encouraged to discuss their concerns with the class teacher in the first instance.

- Parents and guardians are asked to use courteous written and spoken language at all times when interacting with other members of the School Community.
- Inform the School if your family's circumstances change to the extent that they have the potential to affect your child's learning or physical, emotional, academic or psychological state. (This includes serious illness in the family, changed living arrangements, financial crisis, extended leave requests etc.)

## **5. PARENT ATTENDANCE AT SCHOOL EVENTS**

It will be important for parents and guardians to engage with the School by supporting and attending School events. It is expected that parents will attend the following events:

- Presentation Day (Presentation Morning for K-2 and Presentation Evening for 3-12)
- Parent Information evenings
- Parent / Teacher Nights
- Meetings to discuss pastoral, behavioural or academic issues that arise (as called by the relevant Deans or Head of School).

In addition, parents and guardians are encouraged to attend:

- Co-curricular events that their child(ren) are participating in such as sports events, drama productions and music concerts.
- Community events such as Christmas Carols, Spring Fair and the Big Night Out, which provide great opportunities for parents to engage with other families within the School Community.

## **6. CONTRIBUTION**

The involvement of parents and guardians is a good indicator of the strength of the School Community and all parents and guardians are asked to contribute to the school in at least one of the following ways;

- Parents and Friends Association
- Class Representatives
- Classroom Helpers (Junior School)
- School Fair assistance
- Assistance with School productions
- School Council Representative (as elected by the parents & Friends Association)
- Working Bees
- Parents may be able to assist in ways that are specific to their experience, expertise or business pursuits.

An important way that parents and guardians are able to support the School is by committing to pay School fees and other costs within the requested timeframes. All parents and guardians are asked to contact the School administration office if the payment of School fees becomes a problem so that alternative arrangements can be made or assistance given.

## **7. SAFETY**

- Parents and guardians are asked to comply with all relevant policies and guidelines as they relate to the safety of others within the School Community.
- Parents and guardians are especially asked to be familiar with the School's Emergency procedures and follow the directions of relevant staff should they be onsite or at a school event when an accident, drill or emergency occurs.
- All visitors to the School must register at the School Office and collect a "Visitor Pass".
- All parents, guardians and volunteers must complete the relevant Child Protection "Prohibited Person" declaration before being involved in activities with the School's students. The relevant forms are available at the School Office.

## **IT IS APPRECIATED WHEN ALL ADULTS (INCLUDING STAFF, PARENTS, GUARDIANS & VOLUNTEERS);**

- Uphold the ideals of the School and model these to the children.
- Understand the School's protocols and expectations as outlined in the various policy, curriculum, handbooks and other documents.
- Raise matters of concern in a constructive manner; contacting the appropriate person and using the correct channels of communication.
- Support the staff and leadership of the School; especially in matters concerning behaviour management; thereby helping them to develop a sense of responsibility, accountability and respect for authority.
- Approach all matters in a calm, rational manner and without strong emotions, which can (and usually do) become a barrier to the successful resolution of the issues at hand and to the development of positive working relationships.
- Make an appointment in advance when wanting to speak with a member of staff. Teachers and executive staff spend much of their day in class and parents, guardians and volunteers should not expect to have immediate access to them.

- Recognise the boundary between the teacher's professional environment at the School and the teacher's private environment at home and by telephone contact.
- Communicate matters of a very important nature in formal and confidential way (either by writing or by telephone).
- Appreciate that it is normal for tensions and disagreements to occur both within the School and in the relationship between the School and home. These tensions can be overcome and resolved with mutual respect, goodwill and a commitment to work together.

## **BREACHES OF THE COMMUNITY CODE OF BEHAVIOUR FOR ADULTS**

The School has no legal right to formally censure an adult within the School community. However, should an adult's behaviour contravene the ideals and principles contained in this code, the School's officers have a responsibility to protect the School's students and other community members from behaviour which is harmful or potentially harmful.

Should it be considered necessary, a member of the School's executive will contact the parent, guardian or volunteer and discuss the nature of the incident in the first instance.

If the behaviour of the parent, guardian or volunteer at a School event was thought to be bringing the School (or members of the School community) into disrepute, that person may be asked (or instructed) not to attend certain future School events. If the behaviour was considered sufficiently serious that it may pose a threat to the safety of other community members, the police may be contacted.

If the behaviour of a member of the School's staff is in question, the matter will be dealt with under the protocols of the Staff Code of Conduct and disciplinary action may apply.

**DATE:** June, 2010  
**APPROVED BY:** School Council  
**REVIEW DATE:** June 2011