



Parent Community Rights and Responsibilities Policy

Overview:

This document is intended to assist Tarremah Steiner School community to identify and resolve issues of conduct that may arise at school. It is designed to guide parents, guardians, visitors, guests and invited members of the community in their dealings with staff, other parents and the students. The document is written in line with the school's values and expectations. It stands beside but does not exclude or replace the rights and obligations of individuals under common law.

It is essential in the School community that all members recognise and respect not only their own rights and responsibilities, but also the rights and responsibilities of other members of the community, and those of the School itself.

As a parent or guardian, you play a formative role in the development of your child's sense of justice, equity, and worth. You also act as one of the most influential role models within your child's life. As the onus for promoting and upholding these core values of the school community must fall on all those with the greatest capacity to reason and control their actions, it is the expectation of the school that all parents/guardians model acceptable behaviour at all times within the school setting.

As teachers, we deeply care about and value your children. We have completed professional study to further our understanding of their individual needs and we are committed to our vocation. To this end, we continue to learn through professional development throughout the year, to ensure a deep understanding of pedagogy and child development.

As a Parent/Guardian we ask that you:

- Support your child/ren in all educational endeavours by giving praise and showing interest in school activities
- Help your child/ren to discover that it is often the process that is experienced rather than the end product that makes it all worthwhile
- Help your child/ren to understand that giving of your very best is what matters rather than always comparing yourself against the capabilities of others
- Demonstrate that both parents and teachers work together for the benefit of the child/ren
- Listen to your child/ren, but remember that a different "reality" may possibly exist elsewhere
- Support the philosophy of Steiner Education
- Understand the importance of a healthy parent/teacher/child triangle and communicate any concerns to your child's teacher in a constructive manner
- Adhere to the school's policies, as outlined on the school website and the family guidelines, and endeavour to support them in the home
- Co-operate where your child's behaviour has overstepped accepted school standards, as outlined in Student Welfare Policy and follow specified protocol for communication with staff members
- Support the school in its efforts to maintain a positive teaching and learning environment
- Maintain a positive and co-operative attitude

Community members' rights

- To be treated with respect and courtesy by others

- To have confidentiality over sensitive issues respected by staff
- To be treated in a caring and polite manner
- To be respected by staff and students
- To have a timely response to concerns raised
- To be treated with professionalism from all staff members
- To be listened to and clearly communicated with, in regard to your child's education

Community members' responsibilities

- Be aware that events have many sides, be prepared to listen to them and seek to verify facts before stating a concern
- Respect the rights of all community members
- Respect the reputation of teachers and be mindful of communications
- Follow any reasonable instructions given by a staff member
- Respect teachers' preparation time before school and make an appointment at a mutually convenient time. Please do not expect a meeting before school unless pre-arranged
- Do not discuss any grievances in front of your child/ren regarding the school
- When invited to participate on excursions, helping in class or on camps, community members must follow the instructions and wishes of the teacher. A community member may remind students of the rules but at no time issue consequences

1. Scope

This Code applies to all adults including parents, guardians, step-parents, grandparents, extended family, visitors, guests, babysitters and any others involved in activities or communication related to Tarremah Steiner School.

2. Other School Policies That May Be Relevant to this document

Grievance policy ()
 Student welfare policy (In process)

3. General Principles That Always Apply

- Communication:** Community members will use courteous and acceptable written and spoken language in all communications with students, staff and other parents and members of the School community. No profane, insulting, harassing, aggressive or otherwise offensive language may be used.
- Ethical conduct:** Community members will act in the best interests of students, their families and staff members. They will not engage in malicious or judgemental gossip, and should ensure anything they say about others is fair and truthful.
- Respect:** We value our diverse community and respect the rights, religious beliefs and practices of individuals and their families. We respect points of view that are different from our own. All members of our community must refrain from actions and behaviour that constitutes harassment, discrimination or vilification.

4. When Visiting School

- Tarremah Steiner School requires all visitors to the School during school hours to sign a visitors' register located at the School Office and follow appropriate school protocol.
- Community members will comply with all safety and emergency procedures in place at our School and in the event of an emergency while they are on School grounds they will follow the instructions given by any member of School staff.

- c. When attending any kind of school assembly or public meeting, community members will listen respectfully, in the same manner required of students and staff, and will refrain from creating any noise or disturbance during performances or speeches by students, staff or visitors.
- d. Community members will treat all other visitors to our School with courtesy and respect.
- e. A community member may not interrupt or distract a teacher while classroom instruction or learning activities are underway.
- f. A community member may not discipline a child who is not theirs or speak to a child who is not theirs about their behaviour; this is the role of teaching staff. Community members should therefore raise any behavioural, bullying or peer group issues with a member of the teaching staff.
- g. When visiting a classroom, community members accept the authority of the teacher (or teachers) and that they are in attendance on the teacher's terms. Teachers value community involvement and assistance, but there may be occasions where they find it necessary to ask a community member to leave the classroom.

5. Out of School Hours

- a. When visiting a classroom, community members accept the authority of the teacher (or teachers) and that they are in attendance on the teacher's terms. Teachers value community involvement and assistance, but there may be occasions where they find it necessary to ask a community member to leave the classroom.
- b. Parents are responsible for their children after normal school hours This includes before and after school when there are no teachers on duty.
- c. Parents are responsible for their children during events such as concerts, dances, fairs, working bees, and events which are held outside of school hours. Children should not be dropped at an event without the parent or a guardian being present.
- d. Children are expected to respect school rules when they are on school grounds.
- e. If a child is undertaking "service hours" during a P&F event it is important parents are present, or another parent has given consent to looking after that child.

6. Communicating with school staff

- a. All School staff is entitled to a safe and happy work environment. Parents/Guardians should therefore ensure that their interactions with staff do not create unnecessary disharmony, stress or anxiety.
- b. The priority for school staff is the welfare and education of all children in the School. School staff are therefore not required to respond to letters, emails and telephone calls instantaneously and agree to respond to written or electronic correspondence within 2 working days. Teachers can only receive phone messages from community members between the times of 3 and 5 pm, unless by prior arrangement with the teacher. Staff are not expected to respond outside normal working hours or during school holidays unless it is an emergency.

- c. The time for community members to meet with staff must be scheduled. Community members should be mindful of the teacher's time, communicate the reason for the meeting and allow the teacher time to prepare, unless there is a genuine emergency that needs to be discussed.

7. Communicating with other community members

- a. Community members will respect the privacy of other community members' addresses and will not send unsolicited correspondence, either written or electronic, to other community members. Neither will they send such correspondence that they may receive to others.
- b. Community members will not provide or forward address details that they may know without permission from the person.
- c. Neither the School nor class representatives will provide nor forward other community members' address details without the permission.
- d. Apart from the general principles that always apply, community members should be particularly sensitive in regard to the manner in which they provide feedback and ask questions of parents who act as class representatives or in similar roles.
- e. Community members need to be aware that any discussions should be conducted in a confidential and respectful manner

8. Raising issues and concerns

Community members have the right to raise issues and concerns related to the education of their child or other School matters. If a community member has a complaint, criticism or concern, it is expected the following steps be followed in the first instance:

- a. Speak first to the Class Teacher or Guardian of your child and try to resolve the concern. If the teacher concerned is not the Class teacher or Guardian, speak to the person involved too.
- b. If for some reason neither the Class Teacher/Guardian or the staff member involved has not responded in a timely manner to your concern, then make an appointment to see the Faculty Chair or Educational Administrator
- c. The Faculty Chair or Educational Administrator will arrange a meeting between the two parties involved in an attempt to mediate and find resolution

It is important to note that criticism regarding a staff member will only be heard if it is related to their professional conduct. It is a breach of our agreed Parent/Guardian Rights and Responsibilities to make a complaint in a manner other than outlined in this document.

9. Failure to adhere to these agreed community rights and responsibilities

We encourage feedback from all community members. If a concern is raised, and cannot be resolved appropriately using the procedures outlined in this document, it will be investigated by the School Executive, through the School Chair.

Policy Title	Parent Community Rights and Responsibilities
Policies to be read in accordance with the above Policy:	Grievance Policy
Approval Authority	School Executive October 2017
Council Meeting reference	14 November 2017
Review Status	Annually
Information & Contact	School Chair or Executive