

## Introduction

Orana Steiner School recognises the fundamental role that the School's community has in the welfare and development of students. The School values community engagement and sees it as being central to the Steiner ethos of building a positive learning environment. To this end, the School expects certain standards of conduct from the School community in working together to provide a supportive, safe and respectful learning space for students. By accepting a place at Orana Steiner School, parents, carers, students and community members are required to abide by this Code of Conduct.

## Definitions

The School	Orana Steiner School
School Community	Includes all parents and carers, teachers and staff, family members (including extended/blended family members and siblings), Board members and visitors to the School.
Parents	Refers to parents, carers and guardians.
Students	Refers to all children and students enrolled at the School.

## Role of the School

The School is responsible for establishing and administering the policies, procedures and rules which govern the day to day operations. It is important that parents and, or carers recognise and respect this; adhere and have their children adhere to the School's requirements, and support the School's decisions.

## Purpose of the Parent Code of Conduct

The purpose of this Code is to ensure that parents, and those with parental responsibilities, are aware of and meet the School's expectations regarding their interaction with the School's teachers and support staff, students, and other parents and, or carers. Adherence to this Code is important to promote positive and productive relationships within the School community.

## Code of Conduct

### General expectations

Parents are expected to:

- Value, respect and remain mindful of the integrity and reputation of the School, its staff and the wider community;
- Be informed about, and support in words and actions, the Steiner philosophy; while understanding that in the delivery of Steiner education, it may have many and varied interpretations and it is ultimately individual teachers that determine an approach best suited to their strengths and the class needs.
- Pursue, in partnership with the School, the common goal of promoting the interests of students;
- Adhere to and advocate the School's policies; and
- Cooperate with and follow the relevant and correct procedures, guidelines and processes.

## Safety and welfare

Parents and carers are expected to adhere to the following conduct:

- Follow all signage when driving and parking on school grounds;
- Model safe behaviour by crossing roads on school grounds at the appropriate crossing points;
- Not linger on school grounds without permission from the school to be there;
- Sign in and out at reception or an appropriate register when performing tasks for the School;
- Seek prior consent from the responsible teacher before photographing students;
- Not under any circumstances should parents approach a student under the School's care to address, discuss or chastise that student's actions towards their own child;
- Avoid engaging in discriminatory, abusive or aggressive behaviour on school grounds, in any form, including incitement;
- Follow the directions of the School whilst on excursions, volunteering and in emergency situations; and
- Behave appropriately and respectfully when attending and participating in school-related events.

## Student behaviour

The School expects students to comply with its rules and not engage in behaviour which is harmful to others or is contrary to the ethos and philosophy of the School. Parents and, or carers are expected to support the School in relation to its Positive Discipline (Behaviour Management) Guidelines and not do anything which undermines its authority. It must be accepted that in the case of minor behavioural matters, the School will be the arbiter of what is fair consequence and will not engage in debate about the appropriateness of the consequence.

In relation to more serious behavioural matters which may result in suspension or expulsion, the School will inform parents and, or carers of the matter which will be dealt with in accordance with the School's Discipline, Suspension and Exclusion Policy Framework. While parents will be consulted, the final decision will rest with the School.

## Interaction with staff

Regular meetings between staff and parents occur at which the student's progress can be discussed. There may be other times when a parent or staff member requests a meeting to discuss particular issues that may arise during the course of a student's schooling.

If a parent wishes to meet with a staff member, they should follow the School's Parent Communication Guidelines. The Guidelines contain details about the School's processes relating to general, structured parent-teacher meetings, and parent initiated communications.

Parents should never attempt to contact a staff member at their home or through their personal phone number, unless the staff member requests this and has the expressed permission of the Principal.

It is important that parents show respect for staff and do not publically criticise them or seek to undermine their authority. If a parent has a particular concern about a member of staff, they should raise it with the staff member concerned in the first instance and follow the Complaints Handling and Dispute Resolution Guide. In doing so, they should observe the general rules for conduct set out in this Guide.

The School has a duty of care towards all staff and, therefore, any aggressive, confrontational or abusive behaviour, usage of intemperate language and harassment will not be tolerated. The School will only respond to genuine or legitimate concerns that are not frivolous or vexatious in nature. Communications that are defamatory, malicious and/or false and lacking in substance will be investigated and may face disciplinary action.

## Communication

Communication, whether oral or written, amongst members of the School community including teachers, administration and support staff, other parents or students should:

- Model good manners and engage in respectful, courteous and constructive correspondence;
- Submit genuine complaints with a view to effective conflict resolution;
- Avoid discussing grievances in front of students;
- Respect the confidentiality of the School's operational, sensitive and privileged information;
- Discourage the spread of harmful hearsay and gossip in the School community;
- Not use social media to criticise or denigrate the School, School leadership, staff, parents, students or others in the School community; and
- Understand that the School considers all correspondence to have been read by recipients.
- Parents should not communicate with their child during school hours, through the use of all means including digital devices, mobile phones, wearable devices and social media with the exception Senior College students. In the event of an emergency, parents are requested to contact the school office and advise them of the nature of the emergency, and staff members will facilitate communications with the child.

## Extra-curricular activities

Parents are welcome to attend festivals, class plays and performances, community activities and sporting events, but should exercise restraint when supporting School teams. In particular, they should not abuse, threaten or otherwise seek to intimidate an umpire or referee or direct abuse against any player or any School representatives.

The School's sports coaches will choose teams based on their view of the most appropriate selection at the relevant time. It is not appropriate for parents to complain about the failure of their child to be chosen for a particular team.

## Separated parents

The School is aware that some students have parents that are separated or divorced. In these cases, parents should not attempt to involve the School in any parental dispute that may arise. The School is not able to make judgments on the merits of claims made by one parent against another, and should not be asked to do so. The School will observe any orders made by a Court in relation to a student or in relation to communication with parents. However, parents should not ask the School to take any action which would disadvantage one party. If necessary, the School will place its obligation to ensure its duty of care towards enrolled students above the needs or wishes of a parent/s.

## Failure to observe this code

If a Parent fails to observe this Code the School may seek a meeting to discuss the matter or, if the School deems it appropriate, the School may proceed by writing to the parent/s. The School may take the following actions:

- Warn the parent that future breaches of the Parental Code of Conduct may result in further action
- Limit the parent/s access to a teacher/s or other staff
- Limit the parent/s access to school premises or School events; or
- Ban a parent from accessing or engaging with staff, and/or visiting the School site, or the site of any other school activity or event, or
- Terminate the enrolment by reason of the conduct of the parents.

## References and related documents

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- Communications Policy Framework
- Visitor Management Policy
- Student Safety and Welfare Policy Framework
- Child Protection Policy Framework
- Acceptable Use of ICT Policy
- Privacy Policy
- Complaint Handling and Dispute Resolution Guide