



# *Code of Behaviour for Parents and Caregivers*



## **1. Be respectful, courteous and kind in all dealings with school staff**

- Show respect and courtesy when speaking with or communicating with school staff
- Always speak in a non-threatening manner

## **2. Be responsible for your own behaviour on school grounds**

- Think before you act
- Use appropriate language
- Speak to staff and students using appropriate tone and volume
- Model appropriate behaviour for your children and be mindful of other children at the school
- Try not to approach staff when you are feeling upset so that useful and productive discussions can take place
- Always sign in at the office prior to visiting classrooms and remember to sign out before leaving
- If picking your child up early, sign them out in the office before collecting them from the classroom

## **3. Be a good communicator**

- Avoid trying to discuss your child/ concerns at morning drop off or afternoon pick up times
- Contact your child's classroom teacher to make an appointment if you have concerns, prior to contacting the principal
- Be patient – staff are not expected to respond to parent communication outside of their working hours – you should expect a response within 48 working hours, to any email or Seesaw message sent
- If your concern is urgent, please phone the school during business hours and ask to speak to your child's teacher directly to organise a meeting
- Avoid approaching staff members to discuss school related concerns outside of the school in a community setting