

Maroubra Junction Public School

Storey Street, Maroubra NSW 2035

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www.maroubrajn-p.schools.nsw.edu.au



Maroubra Junction Public School Code of Conduct for Parents, Carers and Volunteers

Maroubra Junction Public School (**MJPS**) is a community school and aims to support all parents and carers in the education of their children.

This Code of Conduct:

- applies to all parents, carers and volunteers of MJPS (**you**);
- provides guidance about the standards of behaviour expected of you; and
- outlines protocols and procedures for appropriate conduct and the development of positive relationships within the school community.

This Code of Conduct must be read in conjunction with:

- *Wellbeing Guidelines* which outlines MJPS's behavioural expectations which aims to provide a consistent approach that support your child's learning and engagement in and out of school; and
- *Contacting the School – A guide for Parents* which outlines whom to contact in various situations.

Positive Partnerships

MJPS recognises the extraordinary responsibility and privilege it is to educate our students, your children. We believe that the development of successful partnerships with (you) assists the development of the whole child. You are encouraged to actively participate in supporting your child's learning by building a positive relationship with MJPS.

One of the best ways children learn appropriate behaviour is through example and so it is important that (you) display appropriate behaviour to create a positive environment where everyone is valued.

Your participation is welcomed in school and classroom programs and activities such as School Council, Parents and Community Association, working bees, classroom assistance and attendance at school events, when COVID Safe.

Your Rights and Responsibilities

Listed below are expectations leading to a positive partnership between you and MJPS:

You have the right to	You have the responsibility to
Participate in a happy, safe, secure and satisfying environment.	<ul style="list-style-type: none">• Support MJPS in its effort to maintain a positive teaching and learning environment• Act in a safe and responsible manner• Ensure your child/children are punctual to class everyday
Be heard and treated with respect by all members of the MJPS community	<ul style="list-style-type: none">• Listen to, and treat members of the MJPS community with respect and courtesy

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Your Rights and Responsibilities Cont'd

Be informed about your child's educational progress and behavior	<ul style="list-style-type: none">• Communicate and act on information regarding the educational and social development of your child
Accurate information in regards to a situation involving your children.	<ul style="list-style-type: none">• Seek clarification from MJPS before acting upon or making assumptions.• Not to discuss the situation with other parents (i.e. that are not involved).
Have access to staff at convenient, mutually agreed times	<ul style="list-style-type: none">• Make an appointment and attend at the mutually agreed time
Be kept informed and included in decision making and policy development	<ul style="list-style-type: none">• Support MJPS's guidelines and decision making processes
Report instances of concerns/issues/incidents involving your child	<ul style="list-style-type: none">• Allow procedures be followed as stipulated in school guidelines• Maintain a solution focused approach to solving issues in a calm and co-operative manner.

Has something happened to your child?

All of our students have the right to feel safe and comfortable at school. There may be times when you feel that the action of another child/children has affected your child.

All issues involving your child during school hours are to be handled by MJPS. MJPS will attempt to resolve these issues through:

- Calm discussions between the parties directly involved whilst respecting the dignity of each and every person.
- Seeking accurate information and not jumping to conclusions.
- Actively listening to each person's point of view.
- Allowing correct procedures be followed to allow all parties to be heard.

What not to do

- **You must not directly approach other students or their families.**
This only compounds the issue and makes them more difficult to resolve. MJPS believe most situations can be resolved to the satisfaction of all parties.
- **You must not approach another child/children to discuss or discipline them because of their actions towards your child.**
Please try to have a positive and open mind. We all have bad days and at times events occur which don't appear fair. We are dealing with children and they are learning how to behave. Often the child's actions were unintentional and not even apparent to others.
- **You must not discuss any information about other children with anyone other than classroom teachers or the Principal.**

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Volunteers

Throughout the school year, MJPS requires volunteers to assist in classrooms, with school and sports programs, performing arts, P&C initiatives (e.g. Mother's Day Stall) and other school initiatives, when COVID Safe.

Any person volunteering at MJPS acknowledges and agrees that teachers are:

- responsible for the programs operating within the classroom and MJPS; and
- ultimately responsibility for students under their care for the duration of their time at school.

Your obligations as a Volunteer

When volunteering at MJPS you must:

- register your attendance at MJPS by signing in and out of the attendance folder at the front office;
- wear a SCHOOL VOLUNTEER or VISITOR badge as identification whilst assisting students;
- complete a *Working with Children Check – Declaration for Volunteers and Contractors*.
- report safety concerns, injuries or emergencies to a MJPS staff member;
- minimise noise or disruption to classes whilst on school grounds;
- be responsible for and supervise any pre-school age children in your care while acting as a volunteer (this includes at any school special event such as P&C Discos or Open Days), noting that for safety reasons, any such children are not allowed to enter the canteen;
- ensure your conduct and manners are at all times an appropriate model for all students;
- cooperate with teachers in charge to ensure the safety and welfare of students; and
- maintain the confidentiality of all students.

What you must not do

When volunteering at MJPS you must not:

- smoke on school grounds or in the presence or sight of students; or
- consume alcohol or drugs prior to or while working with students.
- **You must not discuss any information about other children with anyone other than classroom teachers or the Principal.**

You may be excluded from participating as a volunteer if you do not comply with the above requirements.

Approval: These guidelines were originally approved on [19 October 2017].

First review: The first review of this policy must occur by 1 June 2020.

Review period: Every 5 years after the first review (2025, 2030, 2035 etc).

Next Review Date: 1 June 2020.