



Leonay Public School *Approaching the School Policy*



From time to time parents/carers or other members of the school community may need to approach the school in order to:

- discuss the progress or welfare of their child;
- express concern about actions of other students;
- enquire about school policy or practice;
- express concern about actions of staff.

It is, therefore, necessary to have procedures that will help solve problems as soon as possible so that a safe and harmonious school environment is maintained. The best results usually flow from working together.

These guidelines aim to:

- provide a guide in order that concerns are dealt with in an open and fair manner;
- ensure that the rights of students, teachers and parents are respected and upheld;
- support sensitivity and confidentiality;
- help reach an agreed solution.

On occasions, concerns may cause frustration and anxiety. At such times, it is always important to organize a time to talk with school staff in an unhurried and confidential atmosphere.

No parent should directly approach another person's child. The school will deal with issues between students as part of the school's student welfare, discipline and anti-bullying policy.

The following table highlights a series of issues and the appropriate course of action by parents/carers.

Issues	Appropriate Action
The academic progress of own child	Contact the child's teacher directly either by note, by phone or in person to arrange a suitable time to discuss issues. Please do not contact a teacher during teaching time.
The welfare of own child	<ul style="list-style-type: none"> • To convey information about changes of address, telephone number, emergency contact, health issues - contact office. • For minor issues directly contact your child's teacher • For moderate concerns, contact office and make arrangements to speak with an Assistant Principal • For serious concerns, contact office and make arrangements to speak with the Principal (NB: Direct contact with the Principal should only be made when the matter cannot be solved by any of the other avenues listed above)
Actions of other students	<ul style="list-style-type: none"> • Contact the class teacher for a classroom issue • Contact the stage supervisor or Principal for a playground issue
School policy or practice	Contact office, state the nature of the concern and make an appointment to see the appropriate staff member or Principal
Actions of a staff member	Contact the office and make an appointment to speak with the Principal.

In very rare cases, where people wishing to express concerns do so in an aggressive, threatening or violent manner, the Principal (or nominee) has the legal authority under the "Inclosed Lands Act" to:

- direct the person to immediately leave the grounds;
- call the police to remove the person should he/she refuse;
- withdraw future permission (by letter) for the person to enter the school grounds without permission of the Principal;
- seek further legal avenues.



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Code of Conduct for Parents/Visitors

This code of conduct for parents and visitors ensures that everyone who visits the school site is able to do so in a safe and harmonious manner and to ensure that students, staff, parents and other visitors are not subjected to aggressive, hostile, or violent behaviours.

Parents and visitors are expected to:

- treat all persons associated with the school with respect and courtesy
- ensure their child/children are punctual to class
- make appointments in advance of expecting to obtain an interview
- allow staff to supervise, investigate and manage students without interference
- discuss issues or concerns about the school, staff or students through the correct procedures
- follow school procedures governing entry and behavior on school grounds, including any restrictions that may be imposed.

Any person contravening this Code of Conduct is advised that the provisions of the *“Inclosed Lands Protection Act (1901) and its Amendments”* will be followed if any of the following occur:

- Actual physical assaults or threatened physical assaults on students, staff, parents or community members at the school or during the course of school activities;
- Behavior in the presence of students, staff, parents or other visitors;
- Use of offensive language (i.e. swearing) in the presence of students, staff or other visitors to the school;
- Any interruption to the learning environment of the school such as entering classrooms without permission.

Your cooperation is sought in maintaining a safe and happy school.