

Community Conduct (Parents) Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Cranbourne Primary School on (03) 5996 1744 or cranbourne.ps@education.vic.gov.au.

PURPOSE

The purpose of this policy is to ensure that all parents, guardians and carers of students enrolled at Cranbourne Primary School understand their rights and responsibilities with regards to the school. All members of our school community have a right to experience a safe and supportive school environment. We expect that all students, staff, parents and carers treat each other with respect and dignity.

SCOPE

This policy applies to all interactions towards and about Cranbourne Primary School including but not limited to: communication with staff, other parents, school visitors and students; interactions onsite, in the community and at venues where the school is officially attending (EG: camps/excursions/graduations); and online.

POLICY

Cranbourne Primary School strives to create an open and inclusive school community, and encourages parents and carers to be actively involved in their child's development and education.

Cranbourne Primary School is not a public place. The principal has the authority to permit or deny entry to school grounds and encourages all families to familiarise themselves with our school's *Statement of Values, Child Safe Policy, Child Safe Code of Conduct*.

Rights

Parents/Carers/Guardians have the right to:

- Have their child educated in a safe, secure school where their child can thrive
- Have their child learn in an environment free from bullying, harassment, violence, racism, discrimination or intimidation
- Expect high quality learning programs for their child to participate in
- Expect that their child's strengths will be identified and celebrated
- Expect high quality, respectful communication about their child's wellbeing and progress
- Expect that the school will follow the *Student Wellbeing and Engagement Policy*
- Expect that their child's unique learning and wellbeing needs will be understood and supported
- Expect that all children will be treated equitably - with respect and fairness regardless of ability, background, religion or health
- Expect respectful communication from Cranbourne Primary School staff

Responsibilities

Parents/Carers/Guardians have the responsibility to:

- Promote positive educational outcomes for their child/ren by:
 - Taking an active interest in their child's progress
 - Model expected positive behaviours
 - Complete nightly reading with their child
 - Support the completion of homework
- Ensure their child attends school every day, unless they are unwell
 - Please notify the school via phone or Sentral before 9am the day of absence
 - For absences longer than 1 day, we request families obtain a medical certificate to be supplied on

their child's return to school

- Accompany their child to the office to sign in, if they arrive from 9am onwards
- Regularly communicate with relevant school staff about their child's progress
 - First point of contact for all issues is the classroom teacher (except for cases of serious concern)
 - Communication should be via Sentral or phone call
 - Meetings must be arranged in advance, and can be facilitated online via video conferencing, or in person
- Communicate serious concerns about child safety or wellbeing to a Principal class staff member
- Always approach and treat all staff, students, visitors and other families in a respectful manner
- Be a positive role model whilst on or around school grounds, or while attending events with Cranbourne Primary School (camps, excursions, graduations etc.)
- Ask questions that seek to understand, not blame
- Adhere to road safety requirements and laws when parking, dropping off/picking up children from school
- Ensure their child is not left unsupervised on school ground prior to 8:30am and after 3:30pm (please note that the Cranbourne Primary School Outside School Hours Care service can be booked if you need to drop off early or pick up late – see the school website for more details)

Breaches to this policy will be taken seriously and investigated, where deemed appropriate by the Principal, School Community Safety Orders may be issued.

DEFINITIONS

Respectful behaviour and communication is defined as behaviour or communication that does not:

1. Cause physical or mental harm to others
2. Cause significant disruption to the school or its activities
3. Interfere with the wellbeing, safety or educational opportunities of students
4. Interference with the wellbeing, safety or educational opportunities of students
5. Disorderly, offensive, intimidating or threatening behaviour
6. Vexatious communications (communication that a reasonable person would consider unreasonable in the circumstances)

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Made available publicly on our school website
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- Bullying Prevention Policy
- Visitors in Schools
- Student Engagement and Wellbeing
- Statement of Values
- Child Safe Policy
- Child Safe Code of Conduct

POLICY REVIEW AND APPROVAL

Policy last reviewed	September, 2025
Approved by	Principal
Next scheduled review date	Reviewed every 4 years Before September, 2029