



*"To Live, To Love, To Grow In Christ"*

# HOLY SPIRIT CATHOLIC PRIMARY SCHOOL

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## PARENT CODE OF CONDUCT

### Holy Spirit Vision and Mission Statement

Holy Spirit Catholic community is inspired by the gift of the Catholic story and tradition, encouraging all members To Live, To Love, To Grow in Christ.

Holy Spirit Catholic Primary School is committed to developing the fundamental value of each person. Through sharing and living the Catholic story and tradition, we foster learning that enables students, families, school and community to engage in a collaborative partnership for a life-long journey of education.

- Our students learn in an atmosphere which integrates Gospel values with their life and learning. They are valued as unique individuals working to achieve their potential, spiritually, academically and socially.
- Our teachers are committed to providing a quality Catholic education based on Gospel values in partnership with the parish and parents. Their priority is to support students achieving their potential.

### In living out our Vision and Mission, we strive to develop:

- An inclusive approach including a non-judgmental and welcoming attitude towards all people
- An ability to understand the situation of all
- A co-operative attitude in working with all
- Open, positive, and honest communication
- The ability to work respectfully with all
- Trusting relationships
- Responsible actions

### As a Parent we ask that you:

- Support in words and actions the Vision and Mission of Holy Spirit Catholic Primary School
- Work in partnership with the school for the common goal of achieving what is best for all
- Support your children in all educational endeavours by giving praise and showing interest in school activities
  - Class Dojo is a great resource utilised in all classes and learning areas to encourage and inform families of positive student behaviours
- Help your children to discover that it is more the process experienced, rather than the end product, that makes it all worthwhile
- Model resilience – encourage healthy problem solving

- Help your children to understand that giving of your very best is what matters rather than always comparing yourself against the capabilities or achievements of others
- Listen to your children, but remember that a different version of the event may be interpreted by others
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner
- Demonstrate that both parents and teachers work together for the benefit of the children
- Adhere to the school's policies, as outlined on the school webpage and endeavour to support them in the home
- Co-operate where your child's behaviour has disregarded accepted school expectations, as outlined in Student Code of Conduct or similar documents, and follow specified protocol for communication with staff members
  - Parent/carers are encouraged to refer to Positive Behaviour Support Policy and Procedures in place and available upon request
- All policies are provided on school website
  - Parent/carers are reminded to read and discuss as a family any updates as provided through weekly newsletter, Class Dojo or Operoo.
- Support the school in its efforts to maintain a positive teaching and learning environment
- Discourage gossip and hearsay by communicating with the school and always model good manners for your child
- Maintain a positive and cooperative attitude and interact positively with other parents and members of the school community
- Encourage community building with other parents in your year level and across the school
- Value the school community and its reputation especially when engaging with social media
- Do not smoke on school premises or within 10 metres from entrance/fence line

#### **Parent Rights:**

- To be treated with respect and courtesy by staff, students, and other parents
- To be listened to, and clearly communicated with by the school, in regard to your child's education and development
- To have confidentiality over sensitive issues respected by staff
- To be treated in a caring and polite manner
- To have a timely response to concerns raised
- To be treated with professionalism by all staff members

#### **Parent Responsibilities:**

- Value and celebrate our school and its reputation. Be mindful of the hurt and damage social media may cause to students, staff members and other parents
- Under no circumstances approach another child whilst in the care of the school to address, discuss or reprimand them because of the actions towards your own children
- Respect the reputation of teachers and be mindful of communications especially social media; e.g. tone of emails/Dojo messages
- Follow the correct procedures to resolve a grievance or conflict
- Respect teachers' preparation time before school and make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting before school unless pre-arranged
- To protect our children do not discuss any grievances or perceived failings in front of them regarding the school
- On excursions, helping in class or on camps, parents must follow the instructions and directions of the teacher. A parent/carer may remind students of the rules but at no time issue consequences and refer them to the teacher if the behaviour continues

- As valued members of the school community attend and participate appropriately in school liturgies or special events including sporting carnivals, interschool sport, academic and cultural events

### **Grievance Process for Parents**

At Holy Spirit Catholic Primary School, we want to work in partnership with our families. If a parent/guardian/caregiver has a current complaint, criticism, or concern, it is expected the following steps be followed in the first instance:

1. Speak to the appropriate school person involved (e.g., class teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible, make an appointment with the relevant person
2. If for some reason this is not possible, then make an appointment to see the Principal/Deputy Principal
  - a. Principal/Deputy Principal will ensure process has been followed where this occurs
3. The Principal/Deputy Principal will endeavour to mediate and find resolution
  - a. On occasion, Catholic Education NT will be contacted by school to provide assistance and guidance as required
4. If, having followed Steps 1 – 3 with no satisfaction from your perspective, you may take your complaint to Catholic Education, NT for further assistance

It is important to note that concern/criticism regarding a staff member will only be heard if it is related to their professional conduct.

Deliberate breaches and inability to respect Holy Spirit Catholic Primary School Code of Conduct for Parents and Volunteers or troublesome complaints may result in exclusion of a parent/guardian/caregiver from a school and / or possible termination of enrolment of their child / children.

If your complaint relates to sexual abuse by a staff member towards a child in either an historical or current matter you should, in the first instance, contact the NT Police.

\* Families, when signing off on accepting the school's policies in the enrolment application form and by the act of accepting enrolment at Holy Spirit Catholic Primary School, you are accepting this Code of Conduct in its entirety.

### **Evaluation**

This policy is flexible in nature to ensure it suits the context and the fluidity of the school environment. While flexible, adjustments made must be in consultation with Principal/Deputy Principal. This policy will be reviewed as deemed necessary as part of the School Strategic Plan.

### **Ratification**

This policy is ratified by the School Board every three years.

### **Review**

This policy will be reviewed in 2027.