



COMMUNICATION AND BEHAVIOUR CODE FOR PARENTS, CARERS AND VISITORS

1. Background

All students, parents, teachers and staff at Hoxton Park High School have the right to be safe and feel safe in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety or wellbeing of others.

This *Communication and Behaviour Code for Parents, Carers and Visitors* provides members of Hoxton Park High School's school community with guidelines for the effective development of positive relationships within the school and assists in promoting the values that are in keeping with the DoE values of fairness, respect, integrity and responsibility. It also supports adult role modelling of student behaviour expectations at our school. Student behaviour expectations are encapsulated in the concept of the **Hoxton Honour Code – Safe, Respectful, Active Learner**.

2. Purpose

Hoxton Park High School's *Communication and Behaviour Code for Parents, Carers and Visitors* sets clear standards of communication and behaviour which are expected of members of the school community within the school environment or when attending any Hoxton Park High School related function or activity at any other location. It also specifies the consequences for any member of the school community who does not cooperate with these standards of behaviour.

3. How this works

For the purposes of this policy, 'school community' includes the Principal, staff, coaches, employees, students, parents, guardians, step-parents, relatives, friends, supporters, carers and invitees of the school.

Students, with the endorsement of parents and carers, agree to be bound by the Hoxton Park High School's *Code of Conduct* when parents/carers sign the *Enrolment Agreement* with the school. Although relatives, friends, supporters and carers of the students at the school are not a party to that Enrolment Agreement, this *Communication and Behaviour Code for Parents, Carers and Visitors* is a guide for them as well, about expected standards of behaviour.

4. Guiding principles

Parents, carers and visitors are expected to:

- Work in partnership with the school to enhance the learning outcomes and support the wellbeing and conduct of their child.
- Ensure the school is kept updated in relation to contact details, court orders or AVOs, etc.
- Contribute positively to behaviour, academic and other personalised support plans that relate to their child.
- Treat all persons associated with the school with respect and courtesy.
- Make a prior appointment with a staff member to discuss concerns in detail.
- Inform school staff if a scheduled appointment needs to be changed.
- Allow staff to investigate school incidents without interference until the matter is determined.
- Use polite language in the presence of students, staff or other visitors.
- Discuss issues or concerns about the school, staff or students by talking with an appropriate staff member at an appropriate time.



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- Act appropriately on Department premises and ensure that personal behaviour does not contribute to inappropriate conduct of others.
- Respect diversity in people, their ideas and opinions, and treat others fairly regardless of their race, ancestry, place of origin, colour, ethnicity, citizenship, religion, gender, sexual orientation, age or disability.
- Respect the legal and moral rights of others and treat them with dignity, civility and respect at all times, and especially when there is a disagreement.
- Be aware that threatening behaviour and harassment of staff or students is unacceptable.
- Respect and cooperate with reasonable requests or directions of the Principal or other members of staff.
- Follow school procedures governing entry and behaviour on school grounds, ensuring immediate reporting to the Front Office upon arrival to make or participate in an appointment, as opposed to moving to other areas of the school to locate a student or staff member.

5. Parent and carer concerns

There are times when parents or carers may need to contact the school in order to:

- Discuss the progress, health or welfare of their child/ren, or family issues;
- Express concern about alleged actions of their child/ren or other students;
- Enquire about school policy or practice;
- Express concerns about the alleged action of staff.

During these times the issue should be addressed with the most appropriate personnel. Parents and caregivers are expected to make an appointment time to discuss the matter that is convenient to both them and the staff member.

Concern	Appropriate Action
Concern regarding academic progress of your child	<ul style="list-style-type: none">• Directly contact the child's teacher by phone or arrange an appointment.• For concerns across a range of subjects contact the Year Advisor.
Concern regarding the welfare of your child	<ul style="list-style-type: none">• For minor issues contact your child's Year Advisor.• For more serious concerns, contact the Head Teacher Wellbeing, School Counsellor or Deputy Principal and give an overview.• To convey information regarding change of address / phone / emergency contact / custody / health updates etc., please contact the Front Office.
Actions of other students	<ul style="list-style-type: none">• Contact the Head Teacher of the subject for a class problem.• Contact the Year Advisor for playground or travel problems.
School policy or practice	<ul style="list-style-type: none">• Contact the Front Office, state the nature of the concern and make an appointment to see the relevant Executive staff member.
Actions of a staff member	<ul style="list-style-type: none">• For minor matters contact the staff member or their Head Teacher directly to clarify concerns.• For more serious matters, contact the Deputy Principal or Principal to discuss concerns.



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6. Breaches of this Communication and Behaviour Code

The consequences to a member of the school community for not cooperating with Hoxton Park High School's *Communication and Behaviour Code for Parents, Carers and Visitors* will be determined by the Principal (or nominee) and may include one or more of the following:

- The school may terminate any conversation or meeting;
- The school may direct the person to immediately leave the school grounds;
- The school may lawfully ban any member of the school community (by letter) from being on the school grounds in general by issuing an *Inclosed Lands Act*;
- The school may direct that any parent may only communicate with members of staff through a nominated school representative;
- The school may ban any member of the School Community from attending any extra-curricular activity, sport or other school-related event;
- The school may take such other steps in its reasonable discretion to determine appropriate consequences according to the nature of the breach, Departmental policies and the law.

7. Policy type

This policy applies to all members of Hoxton Park High School's community. Review Date: November, 2023

8. Reference

The NSW Department of Education has introduced a School Community Charter for all members of NSW public school communities. It has been developed in consultation with a wide range of stakeholders. ***"The best education happens when students, parents and schools work together."***

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/school-community-charter>