

**Holy Spirit Bray Park**  
**“Together As One”**  
**Parent Code of Conduct**

**Vision**

**Holy Spirit School, through its Christian values and Catholic tradition, provides a happy, caring, safe and supportive community in which children will grow to recognise and achieve their full potential.**

It is essential in a school community that all members recognise and respect not only their own rights and responsibilities but also the rights and responsibilities of other members of the community and those of the school itself.

The onus for promoting and upholding the core values of our Holy Spirit School community must fall on all those with the greatest capacity to reason and control their actions. Therefore, it is the expectation of the school that all staff, parents/guardians/caregivers model acceptable behaviour, at all times, within the school setting and at school-sponsored activities. We all strive to build a harmonious community where students can develop and flourish.

Our Staff at Holy Spirit are required to comply with all the responsibilities and standards of behaviour as outlined in the Brisbane Catholic Education “Code of Conduct”. Our students are supported to comply with our “Positive Behaviour Support” Program which outlines expectations regarding positive behaviour in all aspects of school life.

As a parent, you play a formative role in the development of your child's sense of justice, equity, and worth of all members of the school community. You are one of the most influential role models within your child's life. This Code is designed to guide parents, caregivers and guardians in their dealings with staff, other parents, students and the wider school community. All staff and students at our Catholic schools are guided by similar codes. The Code is written in line with the school's vision, values and expectations. The Code stands beside but does not, of course, exclude or replace the rights and obligations of individuals under common law. It is also supported by State laws and regulations ensuring good order on school sites *Education (General Provisions) Act 2006*. All Catholic schools are private property owned by the Roman Catholic Trust Corporation for the Diocese of Brisbane.

**In living out our Gospel values, at Holy Spirit we strive to develop the following:**

- An inclusive approach including a non-judgemental and welcoming attitude towards everyone
- A co-operative attitude in working and collaborating with others
- Open, positive and honest communication between all in our community
- The ability to work respectfully with other people in our school community
- Trusting and supportive relationships
- Responsible actions by all members of our school community

### **Parent/Guardian/Caregiver 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 concerns dealt with in a professional manner by all staff members
- To have a timely response to concerns raised

### **As a Parent/Guardian/Caregiver we ask that you:**

- Support in words and actions the philosophy of Catholic Education at Holy Spirit School
- Support the school in its efforts to maintain a positive teaching and learning environment
- 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 child/ren
- Work in partnership with the school for the common goal of achieving what is best for all
- Support your child/ren in all educational endeavours by giving praise and showing interest in school activities
- Model resilience and encourage healthy problem solving
- Listen to your child/ren, but remember that a different version of an event may be interpreted by others
- Support your child's behaviour to meet accepted school standards, as outlined in the school Positive Behaviour Support Program
- Follow specified protocols for communication with school and staff members
- Discourage gossip and hearsay by communicating with the school
- Model good manners for your child
- Maintain a positive and co-operative 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

### **Parent/Guardian/Caregiver Responsibilities:**

- Value and promote our school. Respect the reputation of the school and members of the school community and be mindful of appropriate communications especially when using social media; e.g. tone of emails, timing of emails, comments on Facebook.

- Display courtesy, respectful behaviour and appropriate language to staff, students and other parents.
- Communicate through correct processes and in the appropriate manner.
- Under no circumstances, approach another child whilst in the care of the school to address, discuss or chastise them.
- Adhere to the school's policies, as outlined on the school webpages, school portals and/or the school's Parent Handbook especially those related to safety.
- Comply with all school rules and expectations regarding car park access, pick-up and parking.
- As valued members of the school community, parents are welcome to attend and participate appropriately in school liturgies or special events including sporting carnivals, interschool sport, academic and cultural events.
- To protect our children, do not discuss any grievances or perceived failings, regarding the school, in front of them.
- Respect the privacy of student's work in classrooms and maintain the confidentiality of anything of a personal nature.
- Respect teachers' preparation time before school and make an appointment for longer discussions at a mutually convenient time.
- On excursions, helping in class or on camps, parents must follow the instructions and directions of the teacher. A parent may remind students of the rules but at no time issue consequences. Refer any issues to the teacher.
- Parents/Caregivers are not to smoke on school premises and within five metres from entrance/fence line-as per State of Queensland legislation.
- Parents/ Caregivers are not to enter the school premises while under the influence of alcohol or drugs.
- Parents/Caregivers are to follow the agreed School **"Resolving Issues"** Policy to quickly and appropriately resolve matters of concern or dispute.

**Deliberate breaches or inability to respect this Code of Conduct or vexatious complaints may result in exclusion of a parent/guardian/caregiver from the school or they may be involved in a process to review the enrolment of their child/children.**

Parents, when signing this document and by the act of accepting enrolment at a Holy Spirit School, are accepting this Code of Conduct in its entirety.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_