



# Toorak Primary School Code of School Conduct

## Rationale

Toorak Primary School's holistic approach to learning is adopted where the academic, physical, social, emotional and psychological needs of all children are taken into account underpinned by the values of Tolerance, Persistence and Success. Toorak Primary School recognises the importance of the partnership between schools and parents to support student learning, engagement and wellbeing. We share a commitment to, and a responsibility for, ensuring inclusive, safe and orderly environments for children and young people. This Code of School Conduct sets out our behavioural expectations of all members in this school community, including the principal, all school staff, parents and students. It respects the diversity of individuals in our school community and addresses the shared responsibilities of all members in building safe and respectful school communities. Discrimination, sexual and other forms of harassment, bullying, violence, aggression and threatening behaviour are unacceptable and will not be tolerated. Our Code of School Conduct acknowledges that parents and school staff are strongly motivated to do their best for every child. Everyone has the right to differing opinions and views and to raise concerns, as long as we do this respectfully as a community working together.

## Responsibilities

### AS PRINCIPALS AND SCHOOL LEADERS, WE WILL:

- work collaboratively to create a school environment where respectful and safe conduct is expected of everyone
- behave in a manner consistent with the standards of our profession and meet core responsibilities to provide inclusive, safe and orderly environments
- plan, implement and monitor arrangements to ensure the care, safety, security and general wellbeing of all students in attendance at the school is protected
- identify and support students who are or may be at risk
- do our best to ensure every child achieves their personal and learning potential
- work with parents to understand their child's needs and, where necessary, adapt the learning environment accordingly
- respond appropriately when inclusive, safe or orderly behaviour is not demonstrated and implement appropriate interventions and sanctions when required
- ask any person who is acting in an offensive or disorderly way to leave the school grounds.

### AS TEACHERS AND ALL NON-TEACHING STAFF, WE WILL:

- model positive behaviour to students consistent with the standards of our profession
- proactively engage with parents about student outcomes
- work with parents to understand the needs of each student and, where necessary, adapt the learning environment accordingly
- work collaboratively with parents to improve learning and wellbeing outcomes for students with additional needs
- communicate with the principal and school leaders in the event we anticipate or face any tension or challenging behaviours from parents
- treat all members of the school community with respect.

### AS PARENTS, WE WILL:

- model positive behaviour to our child
- ensure our child attends school on time, every day the school is open for instruction
- take an interest in our child's school and learning
- work with the school to achieve the best outcomes for our child
- communicate constructively with the school and use expected processes and protocols when raising concerns.
- support school staff to maintain a safe learning environment for all students
- treat all school leaders, staff, students, and other members of the school community with respect
- use the line of communication and guidelines attached to communicate with the appropriate staff member regarding issues

### AS STUDENTS, WE WILL:

- model positive behaviour to other students
- comply with and model school values
- behave in a safe and responsible manner
- respect ourselves, other members of the school community and the school environment
- actively participate in school
- not disrupt the learning of others and make the most of our educational opportunities.

## Consequences for failing to uphold the Code of School Conduct

### UNREASONABLE BEHAVIOURS

Behaviours that are considered inappropriate on and adjacent to school grounds or in relation to school business and that do not uphold the principles of this Statement of Values include when a person:

- is rude, aggressive or harasses others
- sends rude, confronting or threatening letters, emails or text messages
- is manipulative or threatening
- speaks in an aggressive tone, either in person or over the telephone
- makes sexist, racist or derogatory comments
- inappropriately uses social media as a forum to raise concerns/make complaints against the school
- is physically intimidating, e.g. standing very close.

### CONSEQUENCES

Principals are responsible for determining what constitutes reasonable and unreasonable behaviour.

Unreasonable behaviour and/or failure to uphold the principles of this Statement of Values may lead to further investigation and the implementation of appropriate consequences. This may include:

- utilising mediation and counselling services
- alternative communication strategies being applied
- formal notice preventing entry onto school premises or attendance at school activities. Written notice will follow any verbal notice given.
- an intervention order being sought
- informing the police which may result in a charge of trespass or assault

By agreeing to meet specified standards of positive behaviour, everyone in our school community can be assured that they will be treated with fairness and respect. In turn, this will help to create a school that is safe and orderly, where everyone is empowered to participate and learn.

## Communication between Home and School

All communication between home and school must be done through the official channels. Parents and teachers may contact each other through the school email: [toorak.ps@edumail.vic.gov.au](mailto:toorak.ps@edumail.vic.gov.au) or alternatively make an appointment through the office on 9827 2959.

## Line of Communication

If there are concerns regarding a student, the first person in the communication line is:  
the classroom teacher followed by:  
the Level Leader,  
Assistant Principal  
and, finally the Principal.

Level Leaders are: Foundation – Karen McKinnon, Level One – Mia Turner, Level Two – Kerry Merriman, Level Three – Stuart Neville, Level Four – Suzanna Hoffman, Level 5/6 – Sharon Lomas. If parents wish to speak to the Principal, please call the school office where an appointment can be made for a mutually agreeable time.

## Online Communication between Staff and Students

### Staff to Student Email Guidelines

As part of the move to Google Apps for Education (GAFE), the majority of students in Grade 3-6 now have a Gmail account linked to their GAFE account.

As per the staff accounts, students have the ability to share and email anyone in the Department of Education Google trial - including staff at Toorak Primary.

Below are the guidelines that Toorak Primary School staff are expected to follow:

- All emails from students need to be work related. Any student that is in breach of this guideline will have their account temporarily suspended or ultimately disabled.
- Staff will only respond to student emails between 7:00am and 7:00pm. To be clear, staff are not expected to reply, only that they are able to reply if they choose to.
- Emails are to be formal and professional. Please keep the pleasantries to a minimum and avoid anything outside of a direct response to the student's question.
- Any email that is received from a parent must be responded to with the official TPS Parent email response. Please avoid using pleasantries or anything outside the approved response
- Staff are encouraged to take a break, especially over the weekend. You need to unwind and relax. There is no obligation for you to address student emails outside of working hours.

### Parent email response sent to families who use student email for teacher communication:

Dear Parent/Guardian

Thank you for your email.

As per school policy, all parent emails must be sent through the school's email address [toorak.ps@edumail.vic.gov.au](mailto:toorak.ps@edumail.vic.gov.au). Alternatively, you can contact the school on (03) 9827 2959.

This email will not be responded to personally by the teacher. We appreciate your understanding in the matter.

Kind Regards,  
Toorak Primary School

**Code of Conduct updated August 2016.**