



# St Raphael's Parent Protocols Policy

*"A Catholic education is a partnership between school communities and parents, where parents are recognised as the first and lifelong educators of their children".*

St Raphael's is owned and operated by the Catholic Church, and teaches children in a Christian faith based educational setting. As a school, we believe in and aim to uphold, the principles of social and natural justice, mutual respect and cooperation, respect for privacy, open and honest communication, quality education, access and equity, accountability and working in partnership with others.

St Raphael's Primary School considers all staff, teachers, students, parents, clergy and volunteers as members of the school community. We expect the entire community to uphold and abide by this policy as outlined in the Child Safety Standards (*Ministerial Order No.870*). This policy also applies to all visitors and contractors entering the school grounds.

## **Aim**

This policy aims to ensure all members of the school community maintain positive and respectful relationships in all manner of dealings with each other. Fostering relationships between home, school and members of our community, gives our children and students a better chance of success. Effective student learning is a core value of the school, which is critical in supporting and maintaining respectful relationships.

Parents and guardians, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education. Parents and guardians must assume a responsibility for maintaining this partnership by supporting the school in furthering the spiritual and academic life of their children.

## **Expected Behaviours**

As a school community, we expect that all members will uphold a high standard of behaviour that is consistent with the principles of the school and Church, and provide positive role modelling to the students, including:

### ***Respect***

We will treat others fairly and objectively, by working to build and maintain an environment of trust and mutual respect.

### ***Integrity***

We will act honestly, responsibly and in a trustworthy manner in everything we do. This includes being honest, open and transparent in all matters, using authority responsibly.

## ***Leadership***

We will demonstrate leadership by guiding, directing and influencing, whilst actively upholding the school's values. We will strive to positively influence, inspire and empower others, and build a cohesive, respectful and supportive community.

Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view is unacceptable and damaging to the partnership between parent/ guardian and school, may result in suspension or termination of the child's enrolment.

As a condition of ongoing enrolment, the parent/ guardian will support the vision of the school and parish. In accepting the enrolment, parents/ guardians agree to abide by all of the school's policies, procedures and protocols (Policies). These Policies are reviewed regularly and maybe subject to change at the school's discretion. Parents/ guardians will work with the school to support any academic/ social/ behavioural needs of their child. The consequence of not complying with the school's Policies may result in the termination of the enrolment.

As a provider of Catholic education, the principal will take into account the need for the school community to represent and comply with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment.

## ***Accountability***

- Parents must support and abide by school policies and rules, as amended from time to time, in relation to programs of studies, sports, pastoral care, school uniform, acceptable behaviour, child safety, discipline and general operations of the school.
- Parents will treat all members of the school community with respect as befits a Catholic school.
- Parents must attend meetings that are initiated by the school to discuss academic/ social/ behavioural needs.
- Parents must exit the school grounds via the Breen Street gates.
- Prams and strollers to be left outside the school buildings
- Please use appropriate entrances and exits from the learning spaces.
- Learning spaces are not to be used as thoroughfares to other parts of the school.

## **Protocols for Parents when communicating with Teachers at St Raphael's**

- Appointment times to be made by email, phone call, contacting the office or in person
- When making an appointment, provide a brief statement describing what the meeting regards and a mutual time for the meeting will be negotiated
- Staff will acknowledge and respond to emails at their discretion only between the hours of 8 am and 5.00pm (Monday to Friday)
- All dialogue to be respectful at all times

### **Protocols for St Raphael's Teachers when communicating with Parents**

- Inform parents of year level communication
- School diaries will be monitored (where appropriate)
- School App, website and newsletter to contain school information
- For major concerns, either Principal or Deputy will attend and minutes will be taken

### **Protocols for Parent Helpers when they are at St Raphael's**

- Parent helpers respect confidentiality of students they are working with and refrain from making judgements and comparisons of students and teachers
- Mobile phones to be turned off when helping
- Pre-schoolers are not part of the program
  - Parents are there at the discretion of the teachers, not necessarily to work with their own child
  - Parents will demonstrate a positive example to all students who might be present, in such matters as common courtesy, polite/appropriate language
  - If there are any concerns while helping, address these with the Homeroom teacher.

Authorised by: Damian Howard

Policy ratified: 05/10/2019

Next review: 05/10/2021

**Relevant Legislation and Guidance**

[Occupational Health and Safety Act 2004](#)

[Safe and Sound Practice Guidelines \(Occupational Violence\)](#)