



St. Paul's Catholic Primary School

*We walk together in faith
towards
future filled with hope and
love.*

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Parent/Carers Code of Conduct

St Paul's Vision and Mission Statement

St Paul's Catholic community is inspired by the gift of the Catholic story and tradition, encouraging all members with the message of "We walk together in faith towards a future filled with hope and love."

Faith- we are growing in God's love

Hope – we are creating our tomorrow

Love – we have love for ourselves, each other, our creation and our learning

Our Mission is to provide our students with a high quality Catholic education filled with opportunities to thrive academically, emotionally and spiritually. We foster respectful relationships that nurture a safe environment and promote responsibility. We work in partnership with our community to lead strategic school improvement and stewardship of our charism and our resources.

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.

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

- Support in words and actions the Vision and Mission of St Paul's 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
 - o Class Dojo is a great resource utilised in all classes and learning areas to encourage and inform parents/carers of learning activities and community events.
 - 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
 - o 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
- o Parent/carers are encouraged and reminded to read and discuss as a family updates as provided through weekly newsletter
- 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 five metres from entrance/fence line

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 a timely response to concerns raised
- To be treated with professionalism by all staff members

Parent/Guardian/Caregiver 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, Guardians and Carers

At St Paul's 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 St Paul's 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 both an historical or current matter you should, in the first instance, contact the NT Police.

Ratification

This policy was ratified by School Board

Review:

This policy will be reviewed and ratified by School Board on

Evaluation

This policy will be reviewed as part of the school's three-year review cycle – May 2026

