

CODES OF PRACTICE THE PATCH PRIMARY SCHOOL

PRINCIPAL

The role of the principal at the Patch Primary School is complex, challenging and central to the achievement of our school's mission. The position requires an innovative leader who has vision, imagination, determination, dedication, management skills and the ability to interact effectively and sensitively with all members of the school community.

The Principal's responsibilities to the school include:

School Community

- Foster unity of purpose in the school by highlighting partnerships and the shared achievements of the students, parents, staff and the local community.
- Provide enthusiastic leadership by articulating and developing the education vision for the school and involving the school community in achieving that vision.
- Provide organizational leadership that works through change processes, builds teams, empowers the community and boosts morale.

Students

- Be accessible to students and build a personal, empathetic relationship with them through regular contact with them in the classroom and playground.
- Treat all students fairly and without prejudice regardless of their abilities, disabilities, culture, gender or social background and implement policies to support this throughout the school community.
- Ensure that students have access to comprehensive, purposeful and structured teaching and learning strategies which encourage risk taking and problem solving, recognize and reward achievement and develop each student's potential and confidence.

Parents

- Welcome parents to the school, seek their views on the school and its educational policies, build effective lines of communication, and acknowledge their contribution to the classroom and school activities.
- Encourage the relationship between home and school recognizing that this relationship is critical for students to achieve to the best of their ability. This involves encouraging parents to participate in their child's education and ensuring that the school keeps parents informed of their child's needs and successes.

Staff

- Promote staff welfare by building a cooperative team in a friendly, successful work environment and where effective lines of communication are established between all members of staff and the administration.
- Lead staff in the development of a sound knowledge of contemporary teaching and learning practices and provide regular feedback on performance and achievement.
- Provide clear and equitable job descriptions, ensure that the principles of merit, equity and an appreciation of diversity are applied and that workloads are allocated fairly.

- Consult with staff to implement a professional development plan that meets the needs of both staff members and the school.

School Council

- Provide vision, enthusiastic leadership and accurate advice to the School council so that appropriate policies and programs are developed.
- Ensure that the decisions of School Council are implemented in an appropriate, efficient and timely manner.
- Lead and manage the implementation of the school charter and the evaluation of school performance.

Community

- Actively promote the school and its vision in the community and encourage and facilitate community involvement in all aspects of the school.
- Build and maintain networks of support between local schools, principals, communities, support services and agencies.
- Act in accordance with the relevant sections of the Education Act, DE & T policies and contractual agreements.

STAFF

The vision we have for our students relies on the professionalism and dedication of staff at our school. All members of staff should strive to: -

- treat all students fairly and without prejudice regardless of their abilities, disabilities, culture, gender or social background and not tolerate bullying or discrimination in the school
- work collaboratively with other staff including dealing with educational specialists, sharing resources and ideas, and supporting staff as part of our learning community
- take an active role in the life of the school community and local community.

Teachers

Teachers are in a unique position to assist parents in developing children's ability to reason, analyze, create, experience and understand their world. It is a challenging and rewarding task that involves a passion for knowledge, a commitment to children and a desire to join with them in a community of learning.

We recognize that teaching is a complex task, teachers have a duty of care to all students whilst having immediate responsibility for a group of students and individuals each with their own talents and needs.

As well as following the above practices that apply to all staff teachers should also strive to:-

- ensure that all students are made aware of their potential to learn, that their teaching makes learning accessible to each child, and that students are encouraged to take responsibility for their learning
- have a sound and up to date knowledge of how children learn and develop, and a commitment to professional development to improve their practice

- recognise that children have different learning styles and plan activities and assessment that reflect these. As well they should recognise in assessment that students do not always learn the same things, and do not always learn at the same pace
- build good relationships with parents based on a mutual desire for students to achieve to the best of their ability. This involves reporting to parents in a clear, meaningful and accurate manner, respecting parent's views, encouraging their participation in their child's education and ensuring that they are informed of their child's needs and successes.
- provide a friendly, secure, structured and purposeful environment encouraging respect for other members of the school community and good learning habits
- recognise that students' motivation, identity, integrity and a sense of community are essential to intellectual growth and the development of responsible, determined and ethical people

This code also acknowledges the *Racial and Religious Tolerance Act 2001* which supports racial and religious tolerance and prohibits vilification on the ground of race or religion.

STUDENTS

The code of conduct for students at The Patch Primary School has been formulated within and is consistent with Department of Education, Employment and Training guidelines and regulations.

The Patch Primary School Aims to develop in each child a feeling of self-confidence, a sense of worth and respected and consideration of others. The School considers that a stable, secure and educationally sound environment with a warm and friendly atmosphere, where teachers can teach and children learn in an orderly manner is most important. The school believes that a positive approach to modifying children's behaviour will lead to self discipline, personal responsibility, mutual respect and pride in themselves and their school

SCHOOL'S RESPONSIBILITY

- To ensure students are fully informed of their rights and responsibilities in a way consistent with their level of understanding.
- To develop a student welfare policy and ensure its distribution to staff, students and parents.
- To involve staff, parents and children in the development and regular review of the Student Code of Conduct.
- To ensure that all staff, parents and children are aware of the consequences that follow breaches of the Code of Conduct.
- To contact parents regarding serious or repeated breaches of the Code of Conduct.

STUDENT'S RESPONSIBILITIES

Students at The Patch Primary School Have the Right:

- To be fully informed of their rights and responsibilities in a way consistent with their level of understanding.
- To work in a secure environment where, without intimidation, bullying or harassment they are able to fully develop their talents, interests and emotions.
- To be an individual at school and not to be treated unfairly because of appearance, gender, religion, academic or physical ability.
- To express themselves and to talk freely about their ideas and feelings when appropriate.

- To a school with safe classrooms, equipment and rules to maintain their safety.
- To tell their side of the story when accused of breaking a rule.
- To a safe, clean and attractive school environment.
- To have their private property respected.

Students need to be aware of their responsibilities.

- To allow others to work and play without being interrupted and to make good use of their time.
- To observe all rules that have been made for the safety, well being and education of everyone.
- To complete classroom assignments and homework to the best of their ability and hand them in on time.
- To help make school a good place to be, by being thoughtful, compassionate, respectful and courteous to others.
- To care for school property and the property of others.
- To arrive at school and class on time unless there is an acceptable reason for not doing so.
- To behave appropriately when on visits outside the school.

CODE OF BEHAVIOUR

School rules have been established to maintain student rights and emphasize areas of responsibility. In consultation with the children, teachers will develop individual classroom rules and consequences for the proper behaviour of children in their care. The Patch Primary School believes that **‘no child has the right to disrupt the learning and play of others’**.

General school consequences governing the behaviour of children in the school are listed in the Student Code of Conduct booklet given to each child at the start of the year or on enrolment.

Graded Consequences include:

- Confining play to the asphalt.
- Withdrawal from the playground.
- Apologies to children who have been hurt.
- Children writing to parents.
- Repairing damage done to property or equipment.
- Withdrawal from the classroom.
- Discipline meetings with parents.
- Suspension from school within DEET guidelines.
- Expulsion from school in the event of severe circumstances, within DEET guidelines.

SCHOOL COUNCIL

School Council acknowledges that it operates within the Education Act, DE&T regulations and government directives and will;

- Show commitment and loyalty to the students, staff, administration and the School Charter
- Promote a positive image of the school.
- Ensure learning needs, personal safety and educational outcomes will be the primary consideration in decision-making.
- Establish policy which is consistent with Charter goals and priorities

- Ensure regular evaluation of school policies.
- Support the Principal in the implementation of school policy and the charter.
- Monitor the achievement of Charter goals and priorities.
- Seek, canvas and consider school community views.
- Support School Council decisions.
- Monitor the budget and financial plan.
- Promote community involvement in the school through regular reporting and dissemination of information.
- Ensure Sub-committees are formed on an annual basis to reflect the responsibilities of School Council.
- School Council will display loyalty to the school, its Charter, administration and staff.
- Develop and approve policy directions, and recognise the Principal's right to implement policy in the most appropriate way.
- Ensure public comment on School Council matters will be the responsibility of the School Council President and the Principal.
- Enable broader community input into School Council decision-making through the membership of sub-committees.
- Commit to the principles of merit and equity.
- Maintain confidentiality on issues affecting the school and members of its community.
- Adhere to the Privacy Law.
- Declare conflict of interest where necessary
- Build an educational culture that recognises the achievements and contributions of school community members.
- Articulate a vision for our school that is both shared and translated into action.

SCHOOL COMMUNITY

With Our Families

Parents and families are the major influence on how academically and socially successful students are.

Our vision of students who are developing into reflective, self-directed, ethical and responsible people will only be achieved when parents are also committed to these values.

While recognizing and celebrating the diversity of our school community, underlying the relationship between home and school there must be trust, honesty, respect and the understanding that we are all determined to achieve the best outcome for our children.

In dealing with our school, parents can expect that: -

- you will be welcome at school and your contribution to classroom and school activities will be acknowledged and appreciated
- you will be listened to with courtesy and an open mind
- your unique knowledge of your child will be valued
- your privacy will be respected
- you will be informed of your child's progress and the school's activities and achievements
- your views on the running of the school and its educational policies will be sought and there will be opportunities to become part of the school council and its committees.

In dealing with parents, the school can expect that: -

- staff will be treated with courtesy and an open mind

- our knowledge of your child at school will be valued
- you will reinforce the values of the school and support class and school activities
- you will encourage children's school education by recognizing achievements, building on successes, sharing their learning and by ensuring that they are at school prepared and on time.

With Our Community

Our relationship with the local community is based on both the assistance that we receive for our programs and activities, and the responsibility we have to encourage students towards active and responsible citizenship. In our dealings with local residents, businesses, community groups and other schools we will:

- acknowledge their support and encourage our school community to support their work
- foster good relationships through formal and informal networks
- keep them informed of our school and its achievements
- encourage community participation by our students.