



LITHGOW PUBLIC SCHOOL

'Courtesy and Courage'

Guidelines for parents and carers in supporting their children at school

Lithgow Public School is a Safe, Respectful, Responsible Learning Community.

These guidelines are designed to assist parents, caregivers and guardians to develop a positive and effective partnership with the school in order to support the learning of their children.

The responsibility for promoting and upholding the core values of the school community falls on those with the greatest capacity to reason and control their actions [adults], therefore, it is the expectation that all staff/parents/caregivers will model acceptable behaviour at all times within the school setting and at school sponsored activities.

As a parent/caregiver, you play an influential role in the development of your child's sense of justice, equity, and their appreciation of the worth of all members of the community. You are one of the most influential role models in your child's life.

Where your child's behaviour, or the behaviour of another child, has overstepped accepted standards, we ask that you work with the school to resolve the situation.

We ask that you are mindful of the hurt and damage social media may cause to the school, staff members and other parents/caregivers and request that you bring any concerns to the notice of school staff in the first instance.

We seek the support of parents/carers and visitors in the following ways:

- Support the school by discussing our school wide expectations at home and supporting school based consequences for breaches of the behaviour code if they occur.
- Treat all persons associated with the school with respect and courtesy, both in person and online.
- Make appointments in advance of expecting to obtain an interview, remembering that school staff are busy working with students.
- Assist children to build resilience and independence and allow staff to supervise and manage students without interference.
- In the case of an emergency, please call the front office on 6351 2297.
- Encourage your child to report issues of concern to a trusted adult at school, a teacher, or member of the school's leadership team (Assistant Principals and Principal). Discuss issues or concerns about the school, staff or students through the correct procedures (as outlined in the table below).
- Never approach students in the school with a view to making allegations against or threatening students. Report concerns to the school office who will pass it onto the school's leadership team.
- Follow school procedures governing entry and behaviour on school grounds.
- All persons entering onto the school grounds **must** obtain a visitors pass from the Administration Office. **Note:** visitor passes can only be provided to visitors whom have been invited into the school or to those with an appointment. This is a work, health and safety requirement.
- Attend scheduled meetings and parent teacher interviews and advise the school if you are unable to make a meeting.

On occasion, you may need to call the school to:

- Discuss the progress, health or wellbeing of your own child(ren) or family issues.
- Express concern about alleged actions of your own child(ren) or other students.
- Enquire about school policy or practice.
- Express concerns about the alleged actions of staff or volunteers.

When this is the case please call the office on 6351 2297 and to assist in passing the message to the right person, **give the staff member who takes the call your child's name and class and a brief overview of your concern.**

CONCERN	APPROPRIATE ACTION
Concern regarding academic progress of your own child/ren	<ul style="list-style-type: none"> • Directly contact the child's teacher by note, email (lithgow-p.school@det.nsw.edu.au) with attention to the class teacher, or by phone, via the school office, to arrange an appointment.
Concern regarding the wellbeing of your own child/ren	<ul style="list-style-type: none"> • For minor issues, contact your child's teacher. • For more serious concerns, contact the Assistant Principal and provide a brief overview. • To convey information about change of address, phone no., emergency contact, custody details, health issues, etc, please contact office staff.
Actions of other students	<ul style="list-style-type: none"> • Contact the class teacher for a classroom problem. • Contact the Assistant Principal for playground or travel problems.
School Policy, Practice	<ul style="list-style-type: none"> • Contact the Office. State the nature of concern and make an appointment to see the Principal.
Query regarding planned school events	<ul style="list-style-type: none"> • Contact the Office and request information regarding the event you have queries regarding.
Actions of a staff member	<ul style="list-style-type: none"> • For minor matters, leave a message through the Office, for the staff member or their Assistant Principal directly to clarify concerns. • For more serious matters, contact the Principal and state concerns.

NOTE: In rare cases where people wishing to express concerns do so in an offensive, aggressive, threatening or violent manner, the Principal (or nominee) has the legal authority to:

- Terminate any phone conversation or meeting.
- Direct the person to leave the school grounds immediately.
- Call the Police to remove the person should he/she refuse.
- Withdraw permission (by letter) for the person to enter the grounds without the Principal's permission and/or subsequently limit that person's contact with school staff.
- Seek further legal avenues.

The school community appreciates the support and partnership of parents and community in ensuring that Lithgow Public School is a Safe, Respectful and Responsible community of learners. These guidelines were unanimously endorsed at the P&C meeting on 30 July 2018 and at a full staff meeting on 24 August 2018.