



Safeguarding Children and Young People

PARENTS/GUARDIANS CODE OF BELONGING

Policy Title	Parents/Guardians Code of Belonging
Date	October 2016
Author	Deputy Principal Wellbeing
Document Location	College Website and SIMON Intranet

Parents/Guardians play a crucial role in the educational, social and emotional development of their children. At Avila College, we partner with parents/guardians to ensure that the young people in our care receive a high standard of education that prioritises their wellbeing, and spiritual and social growth in a safe and supportive environment.

Interactions within the College community must demonstrate respect of the rights and responsibilities of its members, including other parents and College staff. In doing so, Avila College parents/guardians are expected to model acceptable behaviour at all times within the school setting.

Avila College expects parents/guardians to partner with the College to enhance their daughter's faith development, learning and wellbeing by:

Student Engagement

- supporting the Catholic ethos of the school, ensuring that, unless unwell, their daughter engages in the 'faith-life' of the College including attendance at Eucharists and Reflection Days;
- ensuring their daughter's attendance at school, including co-curricular events and Camps;
- helping their daughter to arrive punctually at school;
- showing a genuine interest in their daughter's schoolwork and progress, including reading school reports, online feedback, teacher notes and attending parent/teacher meetings as requested;
- supporting and prioritising their daughter's learning, including maintaining appropriate time for the completion of homework learning tasks;
- encouraging their daughter to strive for their personal best in her academic endeavours;
- supporting all publicly available policies and procedures;

Health and Wellbeing

- providing timely and accurate information about their daughter's learning and health;
- supporting the College in its management of students' behaviour and application of consequences;
- seeking appropriate professional advice, diagnoses and support when requested by school staff;
- providing all necessary items of equipment and uniform, ensuring that they are in good condition;
- encouraging their daughter to accept responsibility for her behaviour and the effect it has on others;
- actively supporting the Student Behaviour and ICT policies;
- not physically disciplining or berating their daughter whilst on school property or at a College event;

Communication

- replying to staff communications within 48 hours for routine matters (24 hours for urgent matters)
- ensuring contact details, in particular mobile phone and email address, remain up to date;
- communicating in a considerate, respectful and polite manner in correspondence and conversation;
- reading school communications, including letters, CareMonkey requests and newsletters;
- respecting the reputation of staff and understanding that social media and other public forums are not appropriate places to air grievances or to resolve matters of concern;
- contacting staff via the College email address (general staff and teachers) or via phone/email (Year Level Coordinators, Curriculum leaders and senior leaders);
- respecting teachers' preparation and meeting time during the school day and making an appointment at a mutually convenient time to speak to a staff member;

Personal Conduct

- not removing a child from the College without going through the General Office, signing and having a valid reason to do so;
- ensuring that they attend the General Office on arrival at the College;
- complying with the instructions of College staff at all times;
- conducting themselves in a lawful and ethical manner in all interactions with members of the College community;
- not smoking on the premises (buildings, grounds and vehicles) and at all College events;
- respecting and valuing the difference between people, their beliefs, ideas and opinions;
- reporting issues of safety, risk of harm or inappropriate behaviour to the College;
- ensuring upon their daughter's exit from the College that all school properties have been returned to the appropriate department.

Matters of Concern

If a parent/guardian has a complaint, criticism or concern with a member of staff, they should:

- speak to the staff member involved and try to resolve the concern with mutual respect and clear communication.

If it is not possible to resolve the concern in this manner, then raise the matter with the:

- Year Level Coordinator for pastoral care concerns;
- Curriculum Leader for teaching practice concerns.

If the matter still hasn't been resolved, or if the matter is very serious, then make an appointment to speak with the appropriate Deputy Principal. If the problem cannot be solved within the College, we will help you to contact Catholic Education Melbourne.

If the matter is serious or is covered by the College's Child Safe Policy, the parent will be asked to document the concern in writing.

Conflicts and incidents between students that occur at the school ought to be referred directly to the school for investigation and resolution.

Parents should:

- never approach a child of another family whilst in the care of the school to discuss or chastise them because of actions towards their own child;
- not approach other families with the intent of managing matters that arise at school;
- raise the concern with their daughter's Homeroom teacher or Year Level coordinator.

The Avila College Code of Belonging is meant as a guideline to parents/guardians and not an exhaustive list. It is intended to assist parents and guardians to engage fully with the College and resolve issues that may arise so that high standards of care and education are maintained, duty of care is fulfilled and interactions between members of the school community are always respectful and in the best interest of our young people.

Next Review Date	August 2017
Person Responsible	Deputy Principal Students / Principal