



PARENT AND COMMUNITY CODE OF CONDUCT STANDARD OPERATING PROCEDURE

Date Issued: 2024

PURPOSE

The code of conduct provides families and visitors to St James with guidelines for professional and respectful behaviour, in a Christ-like way, towards all in our community.

SCRIPTURE

But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things, there is no law. (Galatians 5:22-23)

RATIONALE

This document sets out the standards of conduct, and personal behaviour required of all who visit St James Primary School, to uphold and encourage a safe, supportive, productive, and harmonious community space. It is everyone's responsibility to uphold these standards including upholding the teachings and values of the Catholic Church and to avoid by words, actions or behaviours which are contrary to these teachings and values.

CONTEXT

St James Primary School is versed in the Play is the Way methodology. This means that we all abide by the language of the five life rafts and the scripture related to each, to ensure our behaviour is exemplary.

SCOPE

This Code of Conduct applies to all those who visit St James, inclusive of family members, and the broader community. It outlines the elements of engagement; communication, collaboration, and school culture, and the expectations and responsibilities of behaviour required to uphold the values, and integrity of our parish primary school to ensure all comply with the behaviours outlined within it.

FAMILY and COMMUNITY

The Family School Partnership domain in the Fullness of Life Framework, supports Catholic faith formation, learning and well-being of all students through authentic partnerships between schools, families and community. Authentic partnerships between families and schools are grounded in relationships where all feel cared for, respected, and valued.




Authentic partnerships are developed when relationships between home and school are based upon trust and ongoing, open dialogue. The connections between students, their families, schools, and our communities form the network of relationships in which young people learn. Substantial research evidence and current educational policy all point to the critical importance of renewed partnership efforts between families and schools. (*Fullness of Life Framework DLC SL*)

The following table emphasizes the importance of collaboration between schools, parents, and the wider community to ensure a safe and supportive environment for all students.

School staff are entitled to a safe work environment, indicating the importance of workplace safety and respect for educators. Parents and visitors are expected to communicate and behave respectfully while on school premises or attending school activities. This contributes to maintaining a positive and safe atmosphere for everyone involved.

Overall, this table underscores the collaborative effort required to create a conducive learning environment where students can thrive academically, emotionally, and socially.

Parent and Community Code of Conduct

Elements of engagement	It is expected that parents and visitors to our school communities will:	Parents and visitors to our school communities demonstrate this by:
Communication 	<ul style="list-style-type: none"> • be polite to others • act as positive role models • recognise and respect personal differences • use the school's communication process to address concerns 	<ul style="list-style-type: none"> • using polite spoken and written language • speaking and behaving respectfully at all times • being compassionate when interacting with others • informing staff if the behaviour of others is negatively impacting them or their family • respecting staff time by accepting they will respond to appropriate communication when they are able • requesting a meeting to discuss any concerns about their child's education — allowing staff time to prepare and appreciating their time may be limited
Collaboration 	<ul style="list-style-type: none"> • (parents) ensure their child attends school ready to learn • support the Student Code of Conduct 	<ul style="list-style-type: none"> • taking responsibility for their child arriving and departing school safely on time every day • reading and encouraging their child to understand and follow the Student Code of Conduct
School Culture 	<ul style="list-style-type: none"> • recognise every student is important to us • contribute to a positive school culture • work together with staff to resolve issues or concerns • respect people's privacy. 	<ul style="list-style-type: none"> • valuing each child's education • acknowledging staff are responsible for supporting the whole school community • speaking positively about the school and its staff • not making negative comments or gossiping about other school community members, including students — in person, in writing or on social media • understanding, at times, compromises may be necessary • considering the privacy of all school community members at all times, and understanding that the school cannot share confidential information.

(Dept of Education Queensland)

OUTCOMES

All in the St James community

- will feel valued and respected.
- will be confident in following the process to foster a positive and inclusive environment.
- model 'above-the-line' behaviours following the teachings of Jesus Christ.
- follow policy and procedure to ensure they are adhering to the code of conduct.

RELATED DOCUMENTS

[Fullness of Life Framework](#)

[Parent and Community Code of Conduct](#)

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