



Our Lady of Sion Community Code of Belonging

RATIONALE

Our Lady of Sion College aims to ensure that the young people in our care receive a high standard of education that prioritises their wellbeing, learning, spiritual and personal growth in a safe and supportive environment. The College is committed to nurturing respectful relationships and active partnerships with parents/guardians. Parents/guardians act as one of the most influential role models in a child's life. We believe that our students' learning journeys are enriched through positive and reciprocal home and school relationships. The College therefore seeks the support of parents/guardians in promoting and upholding the core values of the school community and its culture of respectful relationships.

The Our Lady of Sion Community Code of Belonging is intended to guide parents/guardians in their dealings with staff, other parents/guardians, students and the wider school community. It assists parents/guardians to engage fully with the College 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. The Code articulates the College's key expectations of both staff and parents/guardians with regard to respectful relationships and behaviours. It also specifies the school's position with regard to unacceptable behaviours that breach our culture of respect.

PRINCIPLES

Our Culture of Respectful Relationships

Among students, staff and parents/guardians we strive to develop:

- a respect for the innate dignity and worth of every person
- an ability to understand the situation of others
- a co-operative and respectful attitude in working with others
- open, positive and honest communication
- trusting relationships
- responsible actions

In promoting and upholding this culture, we expect that parents/guardians will:

- support the College's Catholic ethos, traditions and practices
- support the College in its efforts to maintain a positive teaching and learning environment
- understand the importance of healthy parent/guardian/teacher/student relationships and strive to build the relationships
- adhere to the College's policies and procedures
- treat staff, students and other parents/guardians with respect and courtesy

In promoting and upholding this culture, we expect that staff will:

- communicate with parents/guardians regarding their daughter's learning, development and wellbeing
- maintain confidentiality over sensitive issues
- relate with and respond to parents/guardians in a respectful and professional manner
- ensure a timely response to any concerns raised by parents/guardians
- strive for resolutions and outcomes that support all involved
- make decisions that are in the best interest of students, and aligned with school policy and legal obligations

IMPLEMENTATION

The College requires parents/guardians to work in partnership with the staff by:

Student Engagement

- supporting the Catholic ethos of the College, ensuring their daughter attends all Religious Education classes, Eucharists, Liturgies and Retreat Days
- ensuring their daughter's attendance at school, including co-curricular events, sports days and school 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, and attending Student Progress Meetings
- supporting and prioritising their daughter's learning, ensuring appropriate time for the completion of homework learning tasks
- encouraging their daughter to strive for her personal best in her academic endeavours

Health and Wellbeing:

- providing timely and accurate information about their daughter's learning and health needs or any relevant legal matters e.g. court orders
- 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 uniform expectations, and Acceptable Use of Technology guidelines

Communication:

- ensuring contact details, in particular mobile phone and email address, remain up to date
- replying to staff communications within two working days for routine matters (24 hours for urgent matters)
- communicating in a considerate, respectful and polite manner in correspondence and conversation
- reading and responding to school communications, including letters, SMSs 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
- respecting teachers' preparation and meeting time during the school day by making an appointment at a mutually convenient time to speak to a staff member

Personal Conduct:

- respecting and valuing the beliefs, ideas and opinions of other school community members
- when on College property, complying with the instructions of staff at all times
- reporting issues of safety, risk of harm or inappropriate behaviour to the College
- conducting themselves in a lawful and ethical manner in all interactions with members of the College community
- going through Student Reception, when signing out their daughter early and having a valid reason to do so
- not taking photos or videos of other students or staff at College events
- ensuring upon their daughter's exit from the College that all school property has been returned to the appropriate department

Raising Concerns and Resolving Conflict

Our Lady of Sion has developed a Grievance Resolution Policy that is available on the College website. In raising concerns on behalf of their daughter, we expect that parents/guardians will:

- listen to their daughter, but remember that a different 'reality' may exist elsewhere
- observe the school's stated procedures for raising and resolving a grievance/complaint

- follow specified protocol for communication with relevant staff members, including making appointments at a mutually convenient time and communicating their concerns in a constructive manner
- refrain from approaching another student while in the care of the school to discuss or chastise them because of actions towards their daughter. Refer the matter directly to the relevant Homeroom Teacher or Wellbeing and Growth Leader for follow up

In responding to their concerns or a complaint, we expect that staff will:

- ensure parent/guardian views and opinions are heard and understood
- communicate and respond in ways that are constructive, fair and respectful
- ensure a timely response to your concern/complaint
- strive for resolutions and outcomes that are satisfactory to all parties

Community Safety and Wellbeing

Our Lady of Sion College places high value and priority on maintaining a safe and respectful working environment for our staff and the wellbeing of our community. We regard certain behaviours as harmful and unacceptable insofar as they compromise the safety and professional wellbeing of our staff and the wellbeing of others. These behaviours include, but are not limited to:

- shouting or swearing, either in person or on the telephone
- physical or verbal intimidation
- aggressive hand gestures
- writing rude, defamatory, aggressive or abusive comments to/about a staff member, student or other parent (for example but not limited to, via emails or social media)
- racist or sexist comments
- damage or violation of possessions/property

When a parent/guardian behaves in such unacceptable ways, the Principal or a senior staff member will seek to resolve the situation and repair relationships through discussion and/or mediation.

Where a parent/guardian's behaviour is deemed likely to cause ongoing harm, distress or danger to a staff member, students, other families or visitors to the College, we may exercise our legal right to impose a temporary or permanent ban upon the parent/guardian entering the school premises. In an extreme act of violence that causes physical harm to a staff member, students, other families or visitors, or his/her property, the matter will be reported to the police for investigation. An assessment in regard to the parent's continued presence in the school, short-term or long-term, will also need to be undertaken.

This Code of Conduct/Belonging is to be read in conjunction with the following College policies and expectations documents:

- Child Safety Policy and Code of Conduct
- Student Behaviour Management Policy
- Grievance Resolution Policy
- Pastoral Care Policy
- Communication Policy
- Privacy Policy
- Our Lady of Sion College Enrolment and Re-enrolment agreements

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