

## **Working Together in Partnership - Parents and Guardians Code of Conduct**

### **College Vision and Mission**

At Santa Maria College we are committed to nurturing respectful relationships as outlined in our Mission and Vision Statement and elaborated upon in the College Strategic Plan published in 2018. The five pillars that underpin the essence of the strategic plan speak of a community inspired by Scriptural values, grounded upon respectful relationships, holistic growth of young people, guardianship of all, by all and an environment that fosters a positive frame of working together within a spirit of kindness, safety, goodwill and respect. Pillar 1 from the Strategic Plan in particular outlines the essence of living in relationship when it states:

### **Pillar 1: Our Catholic community invites us to be people who live in life-giving relationships built on Scriptural values. We are called to:**

- Build respectful relationships, underpinned by dignity and respect which are key to our partnerships between students, staff, families and all those with whom we work.
- Be an authentic Christ-centred community in word and action, philosophical framework and identity.
- Nurture opportunities for all members of our community to find their voice as a means to enter into respectful dialogue.

Given the above, the following document titled; " Working Together in Partnership - Parents and Guardians Code of Conduct " is to be read in conjunction with the above framework.

### **Our Culture of respectful relationships is based on our Catholic ethos and Benedictine tradition where we strive to develop the following:**

- ☐ A respect for the innate dignity and worth of every person
- ☐ A culture of listening deeply
- ☐ An ability and openness to understand the situation of others
- ☐ An ability to show empathy and compassion
- ☐ A positive, open and honest disposition
- ☐ A co-operative attitude in working with others
- ☐ The ability to work respectfully and professionally with others
- ☐ Responsible actions

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

- ☐ Support the school in its efforts to maintain a positive teaching and learning environment
- ☐ Understand the importance of healthy family/staff/student relationships and strive to build these relationships
- ☐ Treat staff and other parents/ guardians and students with respect and courtesy
- ☐ Adhere to school Guidelines, Protocols and Policies as outlined on the school website, in particular policies relating to Child Safe
- ☐ Follow protocols for communication with staff ie: call or email the appropriate staff member or Village Leader with issues in a constructive and professional manner
- ☐ Refrain from approaching another student who is in the care of the school to discuss or chastise them because of actions towards a student. Rather; refer all matters to the College for review and possible investigation
- ☐ Empower and support students in making initial contact with staff about any concerns independently
- ☐ Where practical, always include your daughter in and minimise conversations with the College that exclude the young person in question.

**In promoting and upholding this culture, we as members of staff will:**

- ☐ Communicate regularly via google classrooms, PAM and emails (when necessary) in a timely manner within professional hours according to the online communication guidelines
- ☐ Ensure online reporting meets the timeline of subject unit deliveries
- ☐ Be respectful and professional in all matters
- ☐ Communicate and respond in ways that are constructive, fair and respectful
- ☐ Observe confidentiality and respect for sensitive issues
- ☐ Ensure parents and guardians views and opinions are heard and understood
- ☐ Ensure a timely response to any concerns / complaints raised by carers
- ☐ Strive for resolution and outcomes that are satisfactory to all parties

**Staff Safety and Wellbeing**

The College places high value on maintaining a positive school climate and respectful working environment for all members of the community. With regard to staff there are certain behaviours that are deemed unacceptable and harmful insofar as they compromise the safety and professional well being of our staff. These behaviours include, but 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 (emails/ social media)
- ☐ Any form of vilification of a staff member
- ☐ Damage or violation of possessions / property

When a parent or guardian behaves in such a way, the Principal and / or member of the College Leadership Team will seek to resolve the situation through discussion and / or mediation.

Where the behaviour is deemed likely to cause ongoing harm, distress or danger, the College will seek outside advice as to the best course of action.

#### **Kaye Related Documents**

- **CEVN - Families as Partners - Foundation Statement**  
<https://cevn.cecv.catholic.edu.au/Melb/Document-File/Curriculum/Horizons-of-Hope/HoH-Families-as-partners>
- **Santa Maria College Child Safe Policy**  
<https://drive.google.com/file/d/1Wgj1Wmj0k7VLTxj3C7P8DBkBU58fKt9y/view?usp=sharing>
- **Santa Maria College Digital Agreement**  
[https://docs.google.com/document/d/1WabO6SIY\\_BHoPu7kWogzFVA0zJh9QN7ItF\\_UrcHE-vA/edit?usp=sharing](https://docs.google.com/document/d/1WabO6SIY_BHoPu7kWogzFVA0zJh9QN7ItF_UrcHE-vA/edit?usp=sharing)
- **Santa Maria College Digital Learning Website**  
<https://sites.google.com/vic.catholic.edu.au/elearningsantamaria/home>
- **Santa Maria College Access Arrangements for separated parents/ guardians**  
[https://docs.google.com/document/d/12xuKcRyg8EM3FiT\\_Mvdup3fZYXHfp1VQHpEZBPzMIJg/edit?usp=sharing](https://docs.google.com/document/d/12xuKcRyg8EM3FiT_Mvdup3fZYXHfp1VQHpEZBPzMIJg/edit?usp=sharing)