

# SATURDAY SCHOOL OF COMMUNITY LANGUAGES

## Parent/Caregiver and Visitor Code of Conduct Policy

The Saturday School of Community Languages (SSCL) is a NSW Department of Education school across Sydney, Newcastle and Wollongong and is located on 15 different government school sites. Each SSCL centre aims to support all parents/caregivers in the languages education of their son/daughter. We value parent feedback and contribution and in the 40 years that we have been operating as a school we have nurtured excellent relationships with our host schools, students, and parents/caregivers to maximise success and ensure optimal outcomes are achieved for all our students.

The Parent/Caregiver and Visitor Code of Conduct is intended as a guideline to ensure mutual understanding of our expectations. It ensures that everyone who contacts or visits the SSCL centre sites is able to do so in a safe and friendly manner. Please read the document carefully and do not hesitate to contact the SSCL with any questions regarding the Code of Conduct Policy.

### Parents/Caregivers and visitors may need to contact the SSCL Principal or visit the appropriate centre to:

- Discuss the progress or welfare of their own child.
- Express concern about the actions of other students.
- Enquire about school policy and practice.
- Attend a meeting with the teacher or centre Executive to discuss their child's progress or behaviour
- Engage with in-school/excursion activities following an invitation/enquiry for assistance from staff.
- Convey information about change of address, custody details, health issues etc.
- Express concern about actions of staff.

### All Parents/Caregivers and visitors are expected to:

- Treat all persons associated with the SSCL school and centre with respect and courtesy, in person, in telephone conversations and in writing
- Ensure their child/children is/are punctual to class
- Make appointments in advance of expecting to obtain an interview with a class teacher or a member of the centre Executive.
- Allow staff to supervise, investigate and manage students without interference
- Discuss issues or concerns about the school, staff or students through the correct procedures; and
- Follow SSCL school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed.

### In addition:

As a regular government school, if picking up their child/children after classes finish, parents/caregivers are to arrange a meeting place outside the school grounds. As per Department of Education Policy, parents/caregivers are not permitted to go to classrooms to drop off or collect their child/children.

Please note: No Parent/Caregiver or visitor is permitted to directly approach another person's child. Should there be a concern regarding another student, please advise the teacher or Centre Executive. The SSCL centre will deal with issues between students as part of the SSCL Behaviour Policy which can be found on our website.

<http://www.sscl.schools.nsw.edu.au/how-to-enrol/about-us1/our-policies>

If an emergency arises on a Saturday morning where the parent/caregiver needs to talk/give a message to their child, the parent/caregiver is to phone the centre executive who will arrange for the message to be delivered to the child/children and, if necessary, will arrange for the child/children to phone the parent/caregiver. Parents/caregivers are not to phone their child/children directly as student mobile phones are to be turned off during class time.