



# Lithgow High School

*Promoting Excellence In A Caring Educational Environment*

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## **Guidelines for parents in supporting their children at school.**

These guidelines are designed to assist parents, caregivers and guardians to ensure a positive and effective partnership with the school in building successful learning for their children.

### **Lithgow High School is a safe, respectful, responsible learning community.**

The responsibility for promoting and upholding the core values of the school community falls on those with the greatest capacity to reason and control their actions, [adults] therefore, it is the expectation that all staff/ parents/caregivers model acceptable behaviour at all times within the school setting and at school sponsored activities.

As a parent/caregiver, you play an influential role in the development of your child's sense of justice, equity, and their appreciation of the worth of all members of the community. You are one of the most influential role models in your child's life.

Fundamentally we ask that we work together where your child's behaviour has overstepped accepted standards.

We request that you are mindful of the hurt and damage social media may cause to the school, staff members and other parents/caregivers and ask that you bring concerns to the notice of school staff.

### **We seek the support of parents/ carers and visitors in the following ways:**

- Support the school by reminding children to follow the school expectations and support school imposed consequences for breaches of the behaviour code.
- Treat all persons associated with the school with respect and courtesy in person and online.
- Make appointments in advance of expecting to obtain an interview, remembering that school staff are busy working with students.
- We kindly ask parents to **avoid making and receiving calls or texts to your children during the school day**, this will assist children to build resilience and independence, develop important work skills and allow staff to teach without interruption. Please encourage children to follow school expectations regarding the use of devices. In the case of an emergency please call the front office on 63521422
- Encourage your child to report issues of concern to a trusted adult at school, a teacher, Year adviser or member of the executive. Discuss issues or concerns about the school, staff or students through the correct procedures (as outlined in the table below)
- Never approach students in the school with a view to making allegations against or threatening students
- Follow school procedures governing entry and behaviour on school grounds. Follow all signposted entry, exit and parking rules when entering the school or bus bay in a vehicle.
- All persons entering onto the school grounds **must** obtain a visitors pass from the Administration office. **Note:** visitors passes will only be given to visitors with an appointment. This is a work health and safety requirement.
- Attend meetings and parent teacher meetings if at all possible

### **Effective communication with the school. On occasion you may need to call the school to:**

- Discuss the progress, health or welfare of own child(ren), or family issues
- Express concern about alleged actions of own child(ren) or other students
- Enquire about school policy or practice
- Express concerns about the alleged actions of staff or volunteers.

When this is the case please call the office 63521422 and to assist in passing the message to the right person **give the staff member who takes the call your child's name and year group and a brief overview of your concern.**

CONCERN	APPROPRIATE ACTION
Concern regarding academic progress of own child	<ul style="list-style-type: none"> <li>• Directly contact the child's teacher by note, email or by phone to arrange an appointment. For concerns across a range of subjects contact the Year Adviser</li> </ul>
Concern regarding the welfare of own child	<ul style="list-style-type: none"> <li>• For minor issues, directly contact your child's Year Adviser.</li> <li>• For more serious concerns, contact either the Counsellor or Deputy Principal and give an overview.</li> <li>• To convey information about change of address, phone no., emergency contact, custody details, health issues etc, please contact office staff.</li> </ul>
Actions of other students	<ul style="list-style-type: none"> <li>• Contact the class teacher or Head Teacher of the subject for a classroom problem.</li> <li>• Contact Deputy Principal for playground or travel problems.</li> </ul>
School Policy or Practice	<ul style="list-style-type: none"> <li>• Contact the Office. State nature of concern and make an appointment to see the Deputy Principal or Principal.</li> </ul>
Actions of a staff member	<ul style="list-style-type: none"> <li>• For minor matters, leave a message for the staff member or their Head Teacher directly to clarify concerns.</li> <li>• For more serious matters, contact the Deputy Principal or Principal and state concerns.</li> </ul>

NOTE: In the rare cases, where people wishing to express concerns do so in an offensive, aggressive, threatening or violent manner, the Principal (or nominee) has the legal authority to:

- Terminate any phone conversation or meeting
- Direct the person to immediately leave the school grounds
- Call the Police to remove the person should he/she refuse
- Withdraw permission (by letter) for the person to enter the grounds without the Principal's permission and/or subsequently limit that person's contact with school staff.
- Seek further legal avenues.

The school community appreciates the support and partnership of parents and community in ensuring that Lithgow High School is a safe respectful and responsible community of learners.

These guidelines were unanimously endorsed at the P&C meeting on 4/6/2018 and the full staff meeting on 5/6/2018.