

# **CODES OF PRACTICE**

## **COLLEGE COUNCIL CODE OF PRACTICE**

The college will observe the following principles, subject to the relevant acts and regulations:

### Decision Making

- The learning needs of the students will be the primary consideration in decision-making
- Monitoring of the achievement of Strategic Plan goals, priorities and improvement areas will be regular and rigorous
- Issues and disagreements will be resolved democratically within College Council
- Members of College Council will declare conflict of interest where appropriate

### Relations with the Broader Community

- Views of the college community will be canvassed and considered on major policy decisions
- Diversity within the college community will be recognized and utilized
- Decisions made by College Council will be made public

### Relations with Principal and Staff

- Discussions relating to employees and individual students will be strictly confidential
- College Council will develop policy directions and observe the Principal's right to implement policy in the most appropriate manner

### Internal Relations within the College Council

- Members of College Council will be kept informed of their responsibilities, of current school practices, and of the policies and directions of the Department of Education & Training
- Members of College Council will develop positive and effective relations, treating each other with respect
- Members of College Council will be encouraged to participate and contribute their individual skills and abilities

# **PRINCIPAL CLASS CODE OF PRACTICE**

Members of the Principal Class are required to work within the context of legislation and regulations, and the policies determined by the Department of Education & Training.

They are also expected to operate in accordance with the college values.

At the college the following framework will be used to define what is expected of the Principal Class members.

## **Provide leadership by:**

- Articulating a vision for our college
- Providing a positive example to all members of the college community
- Encouraging open discussion on professional issues
- Encouraging others to be risk takers

## **Provide effective management by:**

- Implementing consultative decision making processes
- Making decisions in a timely and open manner
- Supporting the development and operation of high performing teams as a management structure
- Ensuring that roles and responsibilities are clearly understood and articulated

## **Maintain positive relationships with staff by:**

- Ensuring that there is regular feedback provided to all staff
- Ensuring that all members of staff are treated fairly
- Being accessible to staff
- Demonstrating a readiness to listen to and value staff views and concerns
- Taking an interest in the welfare and professional growth of all staff members

## **Develop positive relations with students by:**

- Being accessible to, and communicating regularly with, students on a formal and informal basis
- Providing processes through which views of the student body can be presented to the principal class
- Being fair and consistent in the way they treat students
- Reinforcing the core values of the college with the student body

## **Actively engage the broader college community by:**

- Being accessible to parents and other members of the community
- Making opportunities to raise the profile of the college within groups outside of the college community
- Genuinely encouraging parents to see themselves as partners in supporting the learning of their children
- Developing projects in partnership with community groups and organisations

## STAFF CODE OF PRACTICE

The staff at the college are required to work within the provision of the current Education Act and related regulations, Departmental and school-based policies. This code also acknowledges the Racial & Religious Tolerance Act 2001, which supports racial and religious tolerance and prohibits vilification on the ground of race or religion. Staff are also expected to observe the following values and behaviours in their conduct.

<b>Values</b>	<b>Behaviours</b>
<ul style="list-style-type: none"> <li>• Cooperation and teamwork are paramount at the college</li> </ul>	<ul style="list-style-type: none"> <li>• We share ideas, workload and resources</li> <li>• We participate in and contribute ideas to discussions and planning</li> <li>• We recognize and acknowledge what we can achieve as a team</li> <li>• We value the role of all individuals in our team and respect their right to express a point of view</li> </ul>
<ul style="list-style-type: none"> <li>• We have high but realistic expectations of everyone at the college</li> </ul>	<ul style="list-style-type: none"> <li>• We teach in the belief that all students have the capacity to learn</li> <li>• We strive to develop a deep understanding of the strengths, learning styles and capabilities of all students</li> <li>• We actively involve students in challenging and creative learning experiences</li> <li>• We encourage risk taking, initiative and experiential learning</li> <li>• We establish clear expectations and build on the experiences and needs of all students</li> </ul>
<ul style="list-style-type: none"> <li>• Each individual is treated with respect and trust</li> </ul>	<ul style="list-style-type: none"> <li>• We act in a professional and ethical manner at all times</li> <li>• We foster a supportive and tolerant environment</li> <li>• We value and appreciate the strengths and skills of others</li> <li>• We treat all colleagues and students equitably,</li> <li>• justly and courteously</li> </ul>
<ul style="list-style-type: none"> <li>• A professional attitude is valued and expected in all</li> </ul>	<ul style="list-style-type: none"> <li>• We are committed to continual improvement of teaching skills and</li> </ul>

<b>Values</b>	<b>Behaviours</b>
activities in our college	methods <ul style="list-style-type: none"> <li>• We keep ourselves up to date with current teaching and learning practices and programs</li> <li>• We take responsibility for our own professional development</li> <li>• We share professional ideas and expertise with our colleagues</li> </ul>
<ul style="list-style-type: none"> <li>• The provision of a safe and secure learning environment</li> </ul>	<ul style="list-style-type: none"> <li>• We ensure that the classroom and the college environment is positive, safe, caring and purposeful</li> <li>• We manage student behaviour and welfare in strict accordance with the policies and practices at the college</li> </ul>

## **COMMUNITY BUILDING**

The college community consists of a diverse range of people, which includes parents/carers, friends, local residents, other schools, business and community groups. In providing a quality education for our students we are committed to the development of effective relationships with the local and wider communities. It has been informed by the following values:

**Trust and Respect:** behaving with integrity and having confidence in, and high regard for others.

**Learning:** recognising and practising learning as a lifelong process of continual development.

**Honest Communication:** developing positive and effective relationships with others; listening and responding to others without judgement; treating each other with respect.

**Sense of Fun:** creating an environment in which everyone can enjoy himself/herself as they participate and contribute to the college.

**Inclusiveness:** creating an environment in which people are valued for their skills and are encouraged to participate and contribute to the college.

### Community Involvement

We encourage, support and welcome parents/carers and community members to:

- Actively participate in the programs, policy development and reviews at the college
- Become part of our college community
- Share responsibilities in supporting students in their learning

- Provide feedback and advice on college programs
- Provide access to local resources that will enhance the learning experiences
- Share our resources and facilities

We believe that the development of a strong relationship with our neighbourhood schools and our Regional network will enhance the effectiveness of our programs through:

- The sharing of expertise
- Joint provision of professional development
- Sharing of resources – personnel & finance
- Support of the Wyndham Schools Network, the Wyndham Accord and the School Council Network

#### Community and College Protocols

To ensure a strong and effective partnership, the college will:

- Make all community members welcome
- Encourage new members to join in and feel as if they belong
- Display courtesy and respect for everyone
- Value the diversity of the community
- Maintain appropriate confidentiality

#### Communication

The college will keep the community informed of its achievements and activities by:

- Publishing and distributing regular college newsletters
- Holding regular meetings with parents and College Council
- Providing training programs such as – Classroom Helpers, Developing Literacy Partnerships, Life Education
- Encouraging participation in college -based professional development when appropriate
- Publishing Annual Reports and College Reviews that communicate the college's performance in terms of its goals, priorities and improvement areas as outlined in the College Strategic Plan.
- Providing well publicized parent/teacher and information meetings
- Providing an information booklet to all new families
- Encouraging visitors to our weekly assemblies and special events

The college will obtain feedback from the school community by:

- Seeking and including community responses in the evaluation of college goals and programs via parent opinion surveys and other questionnaires
- Conducting regular, needs-based parent/ teacher interviews, program support group meetings and individual learning plan meetings

# STUDENT CODE OF CONDUCT

## PRINCIPLES

The Student Code of Conduct at the college is guided by the following principles:

- All children have the right to be safe
- All children have the right to be treated with respect
- All children have the right to work and play in a secure environment without interference, intimidations, harassment, bullying or disruption
- All children are encouraged to be polite, courteous and well mannered
- Parents have a right to expect that their child will be educated in a secure environment where care, courtesy and respect for others are encouraged
- Parents have an obligation to support the school in its efforts to maintain a productive learning environment
- Teachers should expect to be able to teach in an atmosphere of order and cooperation
- Principals and staff will fairly, reasonably and consistently implement the Student Code of Conduct

## COLLEGE RULES

There are five basic college rules:

- Move and play safely
- Care for yourself, others and property
- Resolve problems calmly, sensibly and fairly
- Respect others through your speech and manners
- Work to the best of your ability and allow others to do the same

## RIGHTS AND RESPONSIBILITIES

A set of rights and responsibilities outlining acceptable and unacceptable behaviour is necessary in order for the college to meet its educational and social goals.

Students have the following <b>rights</b>	Students have the following <b>responsibilities</b>
<i>The right to feel safe at school</i>	<i>To learn and obey all college rules</i>
<i>The right to learn without interference from others</i>	<i>To attend class prepared to learn and not interfere with the learning of others</i>
<i>The right to be treated with respect and in a fair and equitable manner free from harassment</i>	<i>To treat others with respect and resolve differences through discussion and compromise and not conflict</i>
<i>The right to expect your property to be safe</i>	<i>You have a responsibility to take care of your own and other's property</i>

Implementation of the Student Code of Practice

- All students will receive a copy of the Student Code of Practice for reference

- At the beginning of each school year, teachers will establish a set of classroom rules and expectations for their own classes that are consistent with the college rules
- College and class rules/expectations will be displayed prominently around the college
- A set of consequences will be used to implement a consistent approach to those who choose to disobey college or class rules / expectations
- Bullying is seen as a serious breach of the Student Code of Conduct and will not be tolerated in any form
- Students will be made aware of the provisions of the *Racial & Religious Tolerance Act 2001*, which makes it unlawful for students to vilify other students on the grounds of race or religion.