

## **GUIDELINES FOR PARENTS AND GUARDIANS**

### **How we can best work together at the Central Coast Steiner School**

**In order to support our work with your child, we ask that you please:**

#### **Learn about your child's education**

- Take opportunities to find out about Steiner education and why we do what we do. This will help you support the teachers and understand your child's journey.
- Attend all parent-teacher information nights and interviews and ensure you submit an apology in advance if you are unable to attend. This will assist us in getting the missed information to you.
- Keep up to date with activities and announcements by reading your emails, texts and the fortnightly Argo newsletter.

#### **Contribute to your child's education**

- Prior to enrolment, communicate all learning, health and wellbeing/mental health concerns to your child's teacher/guardian.
- Communicate all learning, health and wellbeing/mental health concerns that arise in the course of your child's enrolment in a timely way to your child's teacher/guardian.
- Be aware that some sensitive or challenging discussions regarding your child require a scheduled meeting. Consider carefully whether it is in your child's best interest to be part of, or exposed to this discussion.

#### **Keep us informed**

- Provide the School with all important information about your child's health, (including mental health), in a timely way. Communicate with the school all relevant documentation, updates to plans, information about changes of medication etc.

#### **Support your child in attending school regularly, except if sick or on leave**

- Ensure regular and punctual school attendance. This is important for establishing a healthy rhythm. If arriving after 9.00 am, students need to sign in at the front office.
- Apply for leave from school attendance if you know in advance that your child will be absent. The forms are available at the front office.
- Schedule holidays within school holiday periods, if possible.
- Please keep children at home if they are sick.

#### **Supervise your child responsibly**

- Please understand that we cannot offer access to the school premises outside of the supervised period from 8.10 am to 3.20 pm. At 3.20 pm, any children who have not been picked up will wait at the front office.
- Please ensure that your child is acting within the school rules at all times whilst on school property at events, festivals etc.



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Surely it is a growing, developing human being.' - Rudolf Steiner

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### How we can best work together at the Central Coast Steiner School

#### Dress your child appropriately

- Dress your child in clothing that is appropriate to the weather conditions and in accordance with the School's Dress Code- (including sun protection in warmer months, warm socks and jackets in cooler months).
- Avoid overt branding, advertising and television or media images on your child's clothing.
- High School students wear the school uniform.

#### Pack the right things

- Send healthy, natural and preferably unpackaged food in your child's lunch box.
- Keep personal toys/belongings at home.
- Please label your child's belongings.

#### Connect with our Community

- Help out at our annual Spring Fair. This is a really uplifting community event.
- Consider getting involved in our Parent Community Network, craft groups, parent education forums etc.

#### Communicate with care

- Act with care and respect for all members of our school community as outlined in the School's **Parent/Guardian Code of Conduct**. Our endeavour is to develop a healthy, caring School culture, to provide the best environment and example for our young people.

#### Support us at home

- Spend time enjoying your children and talking with them.
- Take time to eat and talk together as a family every evening.
- Nourish your child with regular healthy meals, including breakfast.
- Encourage and enable active, screen-free leisure activities and regular exercise.
- Encourage and enable your child's commitment to a regular leisure/hobby activity e.g. music lessons, organised sport, nippers, gymnastics, horse riding, scouts etc.
- Ensure that your child has healthy, regular sleep habits.
- Encourage your child to take personal responsibility around the home and to regularly help with chores.
- Establish fair, consistent rules and behaviour expectations. Young people need clear boundaries that are communicated in a loving way.



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#### **Support your child's learning at home**

- Assist your child in developing regular, healthy learning habits, which are free of clutter, noise and distractions. Avoid your child developing 'multi-tasking' habits at home when completing schoolwork.
- Support your child in ensuring the punctual submission of all homework and assessment tasks. If there are reasons for work not being completed, please provide a written explanation to the teacher prior to the due date.
- Encourage and model reading for pleasure. This is the best way to nurture good readers.

#### **Support our approach to technology at home**

- Place clear and strict boundaries around, and be active in monitoring your child's access to electronic and social media as well as the use of electronic games.
- Take care to closely monitor the ratings of television, film, electronic games and internet content that your child is exposed to. Violent and inappropriate sexualised content is to be avoided completely. Discuss this with your child's teacher if you have questions about content.
- Ensure that there is no television or device (including phones) that enable internet access in your child's bedroom.
- Please ensure that your child does not watch television or any audio-visual content or use electronic games on any device (including phones) before school or in transit to school.



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## PARENTS AND GUARDIANS CODE OF CONDUCT

### 1 PURPOSE

The Central Coast Steiner School is committed to providing a safe and supportive learning environment. We strive to maintain a culture that is nurturing, inclusive and respectful to all involved. The contributions of parents and guardians form an integral part of our school and are highly valued. This Code of Conduct outlines the expectations that apply to any parent or guardian of an enrolled student.

### 2 EXPECTATIONS OF PARENTS AND GUARDIANS

We ask you to act within the School's Workplace Health and Safety Policies and Procedures. This includes following directions from staff with regard to emergencies. When visiting the school for any reason (other than drop off or pick up), please record arrival and departure times in the visitor's book located in reception.

Parents who accompany students on an excursion or camp will need to hold a current and valid Working with Children Check (WWCC) and provide the school with a copy of this number. If you need further information about how to obtain this, please see the office. This is not required for events such as working bees, fairs and festivals. Parent and guardian volunteers will be asked to read and abide by a Volunteers Code of Conduct.

#### We respectfully ask that you:

- Treat students, staff and all members of Central Coast Steiner School with respect, courtesy and consideration
- Assist in the creation of an environment free of fear, harassment, discrimination, racism and intimidation
- Act with care, being mindful of safe practices at all times
- Work cooperatively with all staff
- Report any illegal or concerning activity/situation to the Principal or appropriate staff member

#### We will not be tolerant any of the following:

- Smoking or using tobacco, possession of or being under the influence of alcohol or illegal drugs at any time while on school property or providing any of these substances to any students
- Verbal harassment, abuse or intimidation of any person or the use of profanity while on school grounds, including the school car park
- Taking advantage of or acting abusively towards any person

### 3 COMMUNICATION

Respectful and ethical communication should be the highest endeavour for the adults in our community.

#### We respectfully ask that you:

- Responsibly update the School in a timely way on all relevant health/wellbeing/mental health concerns. Do not withhold or fail to disclose relevant information about your child's support needs.
- Use appropriate communication skills, including respectful language in verbal and written communication. Ask questions before making assumptions or forming judgements.

## PARENTS AND GUARDIANS CODE OF CONDUCT

- Consider carefully the most appropriate form of communication for any concern you may have. Please organise scheduled meetings for important, complex or challenging issues.
- Consider carefully whether it is in the child/ children's best interests to be exposed to the content that is being communicated
- Refrain from gossip and negative discourse about members of the School community and from making allegations of a malicious or vexatious nature
- Seek clarity in an appropriate manner by asking questions. If you are upset by, or frustrated about an issue, ask the right person at the School, rather than seeking answers from others.

### 4 CONFIDENTIALITY

We respect your right to privacy, and require this to be reciprocated by our parents and guardians. This requirement includes:

- Understanding work conducted with students and staff may be confidential
- Respecting the privacy and dignity of all students, staff, board directors, contractors, visitors and volunteers
- Maintaining confidentiality by not discussing student progress, behaviour or sensitive personal information to other persons other than the relevant staff member or the Principal
- Respecting the privacy of others, including their personal information
- Respecting the private email addresses of others in your digital communication. Use Cc judiciously, or Bcc.

### 5 IF YOU CHOOSE NOT TO ACT WITHIN THIS CODE

The School Principal will seek to remedy any breaches of this Code in the first instance. If necessary, appropriate authorities may need to be contacted. If you choose to act outside of this Code, the School reserves the right to:

- Limit the physical access to the School or school activities
- Limit communication with School staff
- Disallow you from becoming a School Company member
- If no resolution can be reached, termination of the enrolment contract may follow

The school reserves the right to have a child withdrawn from the school when the parent or guardian of a child engages in serious or persistent breaches of this Code which relate to a pupil, a member of staff, the Principal, another parent or to the reputation of the school.

**The school has a Complaints Handling Policy.  
All complaints will be handled according to this Policy.**

### EVALUATION:

Reviewed: 08/02/2016

Reviewed: 07/07/2020

Reviewed: 05/03/2021