



WORKING WITH PARENTS & CARERS AS PARTNERS

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At Lockridge PS, we believe we support our students best when we work positively with their parents and carers. We value meaningful partnerships with parents, carers and the wider community to support student wellbeing and achievement, and work hard to provide an open, welcoming environment which reflect our values of showing respect, being safe and having high standards. We believe parents and carers are their child's first educator and provide essential contributors to our school and community.

At times, parents, carers or other members of the school community may wish to engage with the school to:

- discuss the progress or welfare of their own child;
- enquire about school policy or practice; or
- raise a query or concern about an issue or incident.

We welcome these interactions as a means of providing us with constructive feedback and enabling us to work together to establish and maintain positive relationships within the school community. However, just as staff work to a Code of Conduct and students have our values to uphold, interactions between parents, carers and other members of the school community must be conducted in an appropriate and lawful manner.

The purpose of this document is to explain to school community members the rights, responsibilities and procedures that apply at Lockridge PS. By adhering to these, we are best able to maintain a safe and harmonious school environment for all.

Rights & Responsibilities

Understanding and abiding by our Rights and Responsibilities allows us to maximise our shared efforts to support student progress and achievement.

<p>Parents/carers have the right to:</p> <ul style="list-style-type: none"> • participate in a safe and respectful environment; • speak to and/or meet with staff at convenient, mutually agreed times; • be informed about their child's educational progress and behaviour; • raise queries or concerns involving their child; and • be heard and treated in a manner that is consistent with the Lockridge PS values. 	<p>Parents/carers have the responsibility to:</p> <ul style="list-style-type: none"> • treat everyone in a manner that is consistent with our Lockridge PS values; • raise queries or concerns in a respectful manner; • make appointments with relevant staff members in advance, in order to discuss queries/concerns; • maintain confidentiality by not discussing issues with other school staff, students, parents/carers or those in the community; • not speak to or discipline a child who is not their own, about that child's abilities or behaviour; • work in partnership with the school to enhance learning outcomes for all students; and • allow staff to teach, supervise and manage students without interference, in accordance with Departmental policy and best practice.
<p>Staff have the right to:</p> <ul style="list-style-type: none"> • work in a safe and secure workplace; • schedule meetings with parents/carers at convenient, mutually agreed times; • teach in an environment where the learning process is respected and valued by all; and • be treated in a manner that is consistent with the Lockridge PS values. 	<p>Staff have the responsibility to:</p> <ul style="list-style-type: none"> • treat parents/carers with courtesy and respect; • take any concerns seriously and respond promptly to achieve a resolution; • deal with issues in an open and sensitive manner; • maintain confidentiality; and • act in accordance with the policies and procedures of the school and those prescribed by the DoE.

Visitors & Volunteers

Volunteers who work at Lockridge PS are governed by a separate Volunteer Code of Conduct.

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Procedures for Communicating with the School

In order to ensure the most productive outcomes, the following outlines the appropriate actions for the most common parent and carer queries.

Query/Concern	Appropriate Action
Query regarding the academic or behavioural progress of your own child	(1) Contact the class teacher (2) Continuing concerns can be directed to the Deputy or Principal
Concerns regarding the welfare of your own child	Minor issues - contact the class teacher Serious issues – contact the Deputy or Principal
Concerns regarding the welfare of a child that is not your own child	Contact the Deputy or Principal
Concerns regarding the conduct of other students	Minor issues - contact the class teacher Serious issues – contact the Deputy or Principal
Concerns regarding the actions of a school staff member	Contact the Principal
Concerns regarding the actions of a parent, carer or volunteer at the school	Contact the Principal
Query regarding a school policy or practice	(1) Contact the Deputy or Principal (2) Ongoing concerns can be directed to the School Council (3) Further concerns can be directed to NM Education Office

Parents and carers may also consult the Complaints Management Policy, which can be found on the LPS website at <https://www.lockridgeps.wa.edu.au/wp-content/uploads/2021/05/Complaints-Management-Policy-Information-for-Parents-Carers.pdf>

Breaches

When dealing with individuals who become disruptive, the Principal (or delegate) must take appropriate action, depending on the individual circumstances. Where a parent/carer breaches their responsibility and acts outside of these expectations, the Principal will act to ensure the safety of those on-site and to maintain the good order of the school. This action may take many forms and is dependent on the context and severity of the breach.

Measuring our Success

Working with parents and carers as partners extends beyond them volunteering at the school or helping their own child to succeed. It is also about to having a deliberate focus on influencing and improving learning opportunities and wellbeing outcomes for all. We know that effective partnerships are based on mutual trust and respect, and we look forward to receiving feedback from our parents and carers as to how we can continue to strengthen our school community.

This document has been developed by Lockridge PS staff in conjunction with the Leadership Team, School Management Committee and School Council. It will be reviewed in 2023.