
Wenona Community Code of Conduct

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Rationale

The Community Code of Conduct (“the Code”) has been developed so that parents and those with parental responsibilities are aware of, and meet Wenona’s (“the School’s”) expectations with regard to their interaction with the School, its teachers, other parents and students. Adherence to this Code is important to promote positive and productive relationships within the School community.

Role of the School Generally

The School seeks to provide a caring and supportive learning environment, where students are encouraged and enabled to reach their potential. The School is committed to the achievement of the highest standards of education, in which the security, protection and comfort of our students and staff are a high priority. All members of the Wenona community have the right to be safe and feel safe. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that intimidate or put at risk the safety of others or oneself.

The School is responsible for establishing and administering the policies, procedures and rules which govern the day to day operations of the School. It is important that parents recognise and respect this, adhere, and have their children adhere to the School’s requirements, and support these decisions.

Guiding Principles

All adult members of the Wenona community have an obligation to model appropriate and responsible behaviour to the students in all circumstances. This Code seeks to provide members of the community with guidelines for the effective development of positive relationships within the Wenona community, and to assist in promoting the values that are aligned with the School’s vision and mission. This Code sets clear standards of behaviour which are acceptable in the School environment or when attending any function or activity of, or relating to Wenona, or in any location at which the School is represented. It specifies the consequences for any member of the Wenona community who does not comply with these standards of behaviour.

For the purpose of this Code, the “Wenona community” comprises the Principal, staff, coaches, parents, guardians, step-parents, relatives, friends, supporters, carers and invitees of the School, who attend at the School or elsewhere, for the purposes of visiting, viewing, participating, supporting or being present for any official, sporting or social activity held by or for the benefit of Wenona and its students.

This Code is something by which parents agree to be bound by when they sign and accept enrolment for their daughter(s) at the School. Although other members of the School community are not party to these conditions, this Code will serve as a guide for them about expected standards of behaviour.

Interactions Generally

1. All members of the Wenona community are to be treated with dignity and respect.
2. Communications whether verbal or in writing with other members of the School community whether teachers, administration staff, other parents or students should:
 - show respect, courtesy and consideration
 - not harass or bully another person
 - not use intemperate language
 - not be confrontational
 - not use social media to criticise or denigrate others in the school community.
3. Responsible citizenship involves appropriate participation in the civic life of the community. Active and engaged members are aware of their rights but more importantly, they accept responsibility for protecting their rights and the rights of others.
4. Members of the Wenona community are expected to use non-violent means to resolve any conflict.
5. Insults, disrespectful behaviour and other hurtful acts disrupt teaching, learning and other School activities and are in direct conflict with Wenona's values, mission and vision. Members of the Wenona community have a responsibility to maintain an environment where conflict and differences can be addressed in a manner characterised by respect and civility to others.
6. Parents play an important role in the education of their children and have a responsibility to support the efforts of the Wenona staff in maintaining a safe and respectful learning, social and sporting environment for all students. Parents fulfil this responsibility when they:
 - Display an active interest in their daughter's school work and progress
 - Communicate honestly about student needs, such as medical, psychological or learning needs
 - Encourage their daughter to be neat, appropriately dressed, and prepared for School
 - Ensure that their daughter attends School punctually each day
 - Report absences or late arrivals to the School promptly
 - Become familiar (and comply) with this Code and other School policies and rules
 - Encourage and support their daughter in following the rules of behaviour
 - Work with Wenona staff in dealing with disciplinary issues involving their daughter.

Interaction with Staff

The School conducts regular meetings between staff and parents at which the student's progress can be discussed. There may be other times when a parent or staff member requests a meeting to discuss particular issues that may arise during the course of a student's schooling.

If a parent wishes to meet with a staff member, they should make an appointment so that a mutually convenient time can be arranged. This can be done through the school office. Parents should never attempt to contact a staff member at their home, unless the staff member requests this.

It is important that parents show respect for staff and not publically criticise them or seek to undermine their authority. If a parent has a particular concern about a member of staff, they can raise it with the staff member concerned or with the Principal. However, when doing so they should observe the general rules of conduct set out in this Code. The School has a duty of care to protect all staff and for this reason any aggressive or abusive behavior will not be tolerated.

Parents also can make an appointment to see the Principal about any particular concerns they may have relating to their son or daughter.

Standards of Behaviour

All members of the Wenona community are expected to behave with respect, civility and in the manner of a responsible citizen. As a minimum, this will involve:

- Respecting and complying with all applicable Commonwealth and State laws
- Demonstrating honesty and integrity
- Respecting differences of individuals, their ideas and opinions
- Treating each other with dignity and respect at all times, especially when there is a disagreement
- Demonstrating fairness and respect to others, regardless of their ethnicity, religion, gender, sexual orientation, age or disability
- Respecting the legal and moral rights of others
- Displaying proper care and regard for School property and the property of others
- Taking appropriate measures to help those in need
- Respecting those who are in positions of authority.

General Expectation of Conduct

Wenona community members are expected to:

- Support the Principal and the Wenona staff in the development of a caring and engaging learning community
- Support the School's policies
- Acknowledge that the Principal has the ultimate responsibility to implement these policies
- Work in partnership with the teaching staff to deal promptly with areas of concern
- Treat all members of the Wenona community with respect and courtesy
- Acknowledge and affirm success in individual and school achievements.

Maintaining Physical Safety

In particular, all Wenona community members must not:

- Use any object (whether a weapon or otherwise) to threaten or intimidate or cause injury to another person
- Be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs. The exception(s) is when, in the normal course of events, the School is providing hospitality to members or guests of the Wenona community, and is in keeping with appropriate legal and hospitality regulations
- Cause, inflict or encourage others to verbally abuse, threaten or inflict bodily harm on another person by any physical aggression.

All Wenona community members must:

- Seek assistance from staff, if required, to resolve conflict peacefully.

Conduct at Co-curricular, Sport and Other Activities

Parents are welcome to attend Sport and Co-curricular events, but should exercise restraint when supporting school teams. In particular, they should not abuse, threaten or otherwise seek to intimidate an umpire or referee, another player, or any School representatives.

The Sports coaches at the School, pick teams based on their view of the most appropriate selection at the relevant time. It is not appropriate for parents to complain about the failure of their daughter to be picked for a particular team.

When attending or participating in School activities, members of the Wenona community are expected to support the following principles:

- Students are involved in School activities primarily for their enjoyment. Spectators should therefore reward the effort of players rather than the outcome, so that the results in competitions are accepted without undue disappointment.
- Students are expected and encouraged to play by the rules and to behave appropriately. Spectators should reinforce a healthy attitude towards winning and losing by demonstrating a controlled, disciplined approach towards competition.
- Spectators should behave respectfully and courteously towards players, coaches and officials, showing respect for the rules and authority by word and example.
- Students are helped to work towards skill improvement and good sportsmanship. Spectators should not ridicule or yell at a student for making a mistake, losing a game or failing to achieve a certain level.
- Students learn best by example. Good play and participation by both the Wenona team and the opposing team should be applauded.
- The referee or official's judgement or honesty should not be questioned.
- The value of volunteers, coaches, managers and officials should be recognised, as they give of their time and resources to provide recreational activities for all students.

This Code supports the *Association of Heads of Independent Girls' Schools NSW Inc Code of Conduct for Inter-School Sport - AHIGS Sporting Committee (IGSSA) (Jan 2019)*.

Responsibility for Other Community Members

Any parent or Wenona community member who invites a relative, friend, support, carer, or other person to be present at any school sporting or social activity must at all times be responsible for that person and ensure that they act at all times in a manner consistent with this Code.

Separated Parents

Where some students have parents that are separated or divorced. Parents should not attempt to involve the School in any parental dispute that may arise. The School is not able to make judgments on the merits of claims made by one parent against another and should not be asked to do so. Nor should it be asked to take any action which would or is designed to disadvantage one party. The School will of course, observe any orders made by a Court in relation to a student or communications with parents.

Complaints

If a parent has a complaint about an issue, this should be directed to the Principal or to the teacher responsible for the particular area of activity.

If a parent wishes to make a complaint, they should not use rude or abusive language. This is not productive and can make it harder to resolve concerns.

Breach of Code of Conduct

The consequence for breaching this Code will be as determined at the Principal's absolute discretion. As a consequence of a breach, the School may:

- Limit access to a teacher or teachers, or restrict communications with members of the teaching staff through a nominated School representative; and/or
- Limit or ban access to the school premises or sporting or other school events
- Terminate the enrolment of the student(s) in the case of an extreme, multiple or prolonged breach.

The School may take such other steps, as it may in its reasonable discretion determine appropriate, according to the nature of the breach. The member of the Wenona community has the right to appeal the School's decision, as per the *Grievance Procedures for Parents, Students and the Public*.

The School recognises that the vast majority of interactions within the Wenona community are overwhelmingly positive and productive. The School remains very grateful for the ongoing support from and partnership with, the Wenona community in the care and development of your daughters.